

## 1. JOB DESCRIPTION

### IDENTIFICATION OF JOB

- Job Title** : • Farming and Wildlife Project Officer (Fixed term Maternity Cover)
- Group/Team** : • Nature Recovery
- Working Base** : • IVNR
- Responsible to** : • Head of Nature Recovery North
- Responsible for** : • No line management responsibility
- Overall Purpose of Job** : • To contribute to meeting our wildlife conservation aspirations in Nottinghamshire through leading our Nature Recovery Networks in Farmed Landscapes project, which is funded by Severn Trent Water. This will focus on identifying farmers willing to undertake habitat creation projects on their land, in 6 target areas of the County, and working with them and other Conservation colleagues in the Nature Recovery Team to deliver these new habitats.
- Main Responsibilities** : • Identify potential project sites using existing data and contacts, and through seeking new farmer and landowner contacts in our target areas.  
• Liaise with farmers and landowners to work up and cost project details that will create high value, new habitats on farmed land.  
• Work with colleagues and farmers to deliver the projects and to record successful outcomes.  
• Collate the necessary information to report to the funder including managing the budget and the grants to the farmers.

## 2. JOB SPECIFICATION

- Line Management and Supervision** : • No direct responsibility for staff, but may work alongside and supervise the work of volunteers.
- Responsibility, Budgets and Other Resources** : • Responsible for ensuring we meet the requirements of the Funder for this large (300K+) project.  
• Responsible for the project planning, budget management, quality assurance, communication, monitoring and evaluation

		<ul style="list-style-type: none"> <li>• Responsible for costing up the details of each project site and ensuring that they fit the budget and aims of the overall project</li> <li>• At all times undertake work in accordance with current H&amp;S best practice and legislation and follow all related policies and procedures issued and updated by NWT.</li> </ul>
<b>Work Complexity</b>	:	<ul style="list-style-type: none"> <li>• Use ecological survey techniques and GIS mapping to support the delivery of high quality habitats on farmed land</li> <li>• Create detailed costings to ensure financial feasibility for each project</li> <li>• Work with contractors to ensure high quality habitat delivery, addressing any issues promptly and ensuring everyone is aligned with the project goals</li> <li>• Apply for a range of permits and consents from statutory bodies</li> <li>• Write, tender and manage contracts</li> </ul>
<b>Decision Making, Creativity and Innovation</b>	:	<ul style="list-style-type: none"> <li>• Work with a range of landowners and colleagues to identify the best locations and types of habitat creation to help meet our Nature Recovery targets in these areas</li> <li>• Use ecological knowledge to underpin judgements on habitat choices</li> <li>• Bring farmers and landowners on board who would like to contribute to nature's recovery in the County</li> </ul>
<b>People, Contacts and Representation</b>	:	<ul style="list-style-type: none"> <li>• Liaison, both internally and externally, including colleagues, volunteers, farmers, landowners, contractors and other partner organisations</li> <li>• Communication and diplomacy are required to work with farmers</li> </ul>
<b>Working Conditions</b>	:	<ul style="list-style-type: none"> <li>• Part Time (3 days per week, 0.6 FTE)</li> <li>• Fixed term contract to cover maternity leave</li> <li>• This role will be based at the Idle valley Rural Learning Centre, and there will be a need for regular travel across the County.</li> <li>• Occasional evening and weekend working may be required.</li> <li>• In order for the organisation to work effectively, the post-holder may be required to assist with other areas of work and therefore should be prepared to undertake other duties appropriate to the post.</li> <li>• The post-holder will abide by NWT's Health and Safety policies and guidance.</li> <li>• This role is subject to a DBS (Basic) check</li> </ul>

### 3. PERSON SPECIFICATION

**Job Title** : Farming and Wildlife Project Officer (Maternity Cover)  
**Team** : Nature Recovery (North)

	Essential	Desirable
<b>Experience</b>		
Ecological survey and assessment experience	✓	
Practical habitat management experience	✓	
Experience of the land-use planning system, and the workings of local authorities	✓	
Experience of working with a range of stakeholders within a partnership setting		✓
Experience of writing, tendering and managing contracts	✓	
Experience of ecological survey techniques and GIS mapping skills (MapInfo and ARC GIS or QGIS).	✓	
<b>Competence, Knowledge &amp; Skills</b>		
Degree in Ecology or a related science, or comparable experience	✓	
Good technical knowledge of Nottinghamshire's habitats and species and their ecology	✓	
Good knowledge of the principles and practice of habitat creation	✓	
Habitat assessment and management techniques for nature conservation	✓	
Good working knowledge of UK nature conservation legislation and agricultural policy	✓	
Good working knowledge of the Town and Country Planning System	✓	
Survey techniques for plants and preferably some faunal groups	✓	
Microsoft Office (including Word and Excel)	✓	
Ability to liaise effectively with a wide range of people, particularly farmers	✓	
Letter and report writing	✓	
Efficient administration and organisation to prioritise workloads and meet deadlines	✓	
Ability to manage a budget and deliver financial reports	✓	
Ability to write, tender and manage contracts	✓	
Full driving licence	✓	
<b>Personal Qualities</b>		
Commitment to nature conservation	✓	
Well-presented individual with the confidence to make approaches to a range of external colleagues and the public	✓	
High level of enthusiasm, self-motivation and self-discipline	✓	
Ability to work as part of a team and on own initiative	✓	
Flexibility of approach to wide-ranging tasks.	✓	