



NORFOLK WILDLIFE TRUST
POST: WOODS AND HEATHS LEAD OFFICER
Job Details

1. About Us

NWT's vision is to seek a sustainable Living Landscape for wildlife and people where the future of wildlife is protected and enhanced through sympathetic management and people are connected with, inspired by, value and care for Norfolk's wildlife and wild spaces. Two of the key strategies in order for us to achieve our vision are the best possible management of nature reserves for wildlife and people, and to help wildlife adapt to climate change by creating a Living Landscape for Norfolk through the establishment of an ecological network, with targeted action plans.

A visit to our website at www.norfolkwildlifetrust.org.uk will provide more information on our impressive portfolio of nature reserves and the work of the Trust in general.

NWT owns and manages a diverse range of sites across Norfolk including the Trust's nature reserves (around 66), 5 visitor centres and HQ at Bewick House in Norwich. The Trust employs around 75 staff as well as 500 volunteers working across the organisation.

2. The Woods and Heaths Reserves

The Woods and Heaths Lead Officer will work mainly at the following reserves and sites: Foxley Wood, Wayland Wood, Lower Wood Ashwellthorpe, Honeypot Wood, Thursford Wood, Bretts Wood, Holt Lowes, Buxton Heath, Marsham Heath, Cawston Heath, Booton Common, Lolly Moor, Hoe Rough, Sparham Pools & Scarning Fen, Potters Fen, Rush Meadows.

Most of the woodland nature reserves are ancient woodland, and include some of the best examples of bluebell woods in the county. The other sites include some of the best examples of heath and mire, and are home to important species such as great crested newt, nightjar, woodlark, keeled skimmer dragonfly, and marsh gentian. Most are designated SSSIs; Foxley Wood is also an NNR. Buxton Heath and Holt Lowes are part of the North Norfolk Valley Fen SAC. Foxley, Thursford and Bretts Wood form a key part of NWT's North Norfolk Woods Living Landscape initiative.

On the heaths and fens, grazing is an important management process; with a number of sites grazed, stock management is a significant part of the reserve management operation. Many sites also require substantial mechanical intervention.

3. The Post of Woods and Heaths Lead Officer

The Woods and Heaths Lead Officer will be based in Mid Norfolk at the Foxley workshop and office and will work as part of the NWT Woods & Heaths Reserves Management Team. The post will report to the Nature Conservation Area Manager East.

The post holder will line manage the Woods and Heaths operational staff team (currently 3 posts) ensuring they are working safely and efficiently to agreed management plans and work programmes. The Lead Officer will work with the team to carry out practical habitat

management and maintenance work on mainly Woods and Heaths sites, but also including fens and grasslands as part of the Woods & Heaths portfolio. The post will also work as part of the wider NWT Nature Reserves Team.

A detailed job description is attached for information.

4. Post-holder Profile

The successful candidate will have at least 2 years' experience of land management for wildlife and a good understanding of natural history and ecological principles, ideally in heathland and woodland environments. A proven ability to supervise will be required, as will effective communication skills at all levels for representing the views of NWT to partners and stakeholders, decision-makers and critical audiences. Sound IT experience in using spreadsheets, GIS and word-processing will be advantageous and further training will be available if required.

The successful candidate will use tractors, chainsaw, brushcutter and pesticides. Please detail the certificates/experience you have with this equipment. Further training may be available if candidates have the other relevant skills. Experience of livestock management and ecological monitoring and survey skills is desirable. Good administrative skills and outputs are essential to maintain compliance with safety at work, cross compliance regulations and environmental legislation.

The Woods and Heath Lead Officer post presents the opportunity to be involved in management of some of the region's most important wildlife sites, and develop valuable skills in maintenance, restoration and protection of some complex nature reserves.

NWT aim to maintain and improve their staff skill-base by providing on-going and relevant training, updates and personal development.

The essential terms and conditions are as follows:

- Based at our Foxley Wood workshop/office with travel to Woods and Heath sites.
- The post-holder will work a 5 day (37½ hrs) week, normally 8:30 – 4:30 Monday-Friday, however occasional weekend days and some early mornings and late evenings may be required for which time off in lieu will be granted.
- Salary in the range £21,000- £22,000 per annum depending on experience, reviewed annually.
- Pension: employer contributes 8% of salary, subject to a minimum 2% employee contribution.
- Holiday entitlement starts at 25 days per annum (3 of the 25 days are usually taken during the office closure at Christmas) plus 8 statutory holidays. Annual leave increases by one day per year until a maximum of 30 days is reached.

5. Application Procedure

Candidates should apply by sending a copy of their CV, detailing education, employment, relevant experience and two references. Please state where you first saw the vacancy advertised. You must also send a statement (no more than 1000 words) outlining why you consider yourself suitable for the post and what particular skills and

attributes you have which will enable you to fulfil the requirements of the job. A job description is enclosed to assist you with this.

Completed applications should be marked Private and Confidential and e-mailed to Debsk@norfolkwildlifetrust.org.uk or sent to Job Applications, C/O Debs Kershaw at Norfolk Wildlife Trust, Bewick House, 22 Thorpe Road, Norwich, NR1 1RY.

The closing date is 5pm on Tuesday 21st July 2020
Interviews are likely to be held on Wednesday 5th or Thursday 6th August 2020

Unfortunately, we do not have the resources to be able to respond to all applicants. If you do not hear from us by the middle of August, you should assume that your application has not been successful on this occasion.

Good luck with your application and thank you for your interest in the work of the Trust.

Norfolk Wildlife Trust
July 2020