

# **JOB DESCRIPTION AND ROLE SPECIFICATION**

## **Ponds Adviser**

### **ROLE PURPOSE**

NWT has a bold vision to restore over 1,000 ponds by 2050. This vision is supported by our partners, including the Norfolk Ponds Project, and largely focuses on farmland ponds and pingos. Norfolk has 22,000 ponds, more than any other county in England, and most need restoration, presenting a huge opportunity for nature recovery.

The purpose of this role is to help improve the condition of Norfolk's ponds and therefore contribute to our efforts to accelerate nature's recovery across Norfolk. This will be done by providing advice and encouragement on pond management and restoration to farmers and landowners and helping to organise and deliver pond restoration work. The role will also help deliver training for landowners, contractors and practitioners to help achieve the best management and restoration of ponds into the future. The monitoring of ponds will also be key to ensure our work is delivering for biodiversity.

The Ponds Adviser will work in collaboration with the Norfolk Ponds Project, farm cluster groups, Landscape Recovery Projects, catchment partnerships and key landowners.

### **REPORTING TO:**

Wilder Landscapes Manager

### **LINE MANAGEMENT OF THE FOLLOWING ROLES:**

No direct line management, but this role may manage project staff and volunteers as required by the Wilder Landscapes Manager.

### **OTHER WORKING RELATIONSHIPS**

#### Within the organisation

Directors, managers, staff, trustees and volunteers as well as staff at all levels as appropriate to the role. The role will work closely with our Engagement and Nature Conservation teams.

#### Outside the organisation

The Adviser will work closely with the Norfolk Ponds Project, landowners, contractors, community groups and conservation related external groups, plus staff within other statutory agencies and voluntary organisations.

### **MAIN DUTIES**

#### **Advisory and Project work**

- Develop and deliver NWT's Pond programme to ensure that it meets key targets / performance indicators. Undertake relevant aspects of project management, including work planning, liaising with partners, engaging contractors and running multiple small restoration projects.
- Provide advice to farmers and landowners on pond management and restoration and creation, habitat management, and improvement of ecological connectivity.
- Identify new landowners and farm managers which the Trust can advise or support in the management of wildlife friendly farming and land management practices.
- Manage our relationship with groups of farmers and land managers, relevant stakeholders and partners to encourage and inspire changes in land management.
- Engage with initiatives and partnerships to deliver NWT strategic goals (e.g. Norfolk Ponds Project, Landscape Recovery Projects, farm cluster groups, catchment partnerships).
- Coordinate a programme of training, in conjunction with partners, to landowners, contractors and practitioners.
- Manage projects and develop new projects promoting enhancement to ponds, ensuring they are delivered on time and on budget and to a high quality.

- Support the collation of information, evidence and best practice management guidance to underpin projects, decision making and delivery on the ground.
- Potentially make use of green finance initiatives, ELMS and nature-based solutions to deliver pond enhancement and management.
- Deliver a professional service to landowners, including working closely with our consultancy service.

### **Partnership and Collaborative working**

- Collaborate across and outside the organisation, including (but not limited to):
  - Close working with the Norfolk Ponds Project is integral to this role and will include developing and delivering joint projects, co-hosting training courses and supporting dissemination of research, ensuring a high and consistent standard of pond management across Norfolk.
  - Working closely with the other teams within and outside the directorate to present an integrated offer to farmers and landowners outside the Trust.
  - Working with the fundraising and project teams to support the development of, and fundraising strategies for, new pond-related initiatives.
  - Help support and build effective partnerships for nature's recovery with landowners but also other key actors.
- Work collaboratively with other members of the Nature Recovery Directorate to enhance the condition and appreciation of Norfolk's ponds.
- Represent NWT at meetings with external bodies to promote best-practise pond restoration, management and monitoring.
- Contribute as appropriate to PR and publicity associated with work areas.
- Keep abreast of local, regional, national and international issues affecting wildlife in Norfolk as well as issues and initiatives across The Wildlife Trusts movement.

### **Surveying and Best Practice**

- Utilise GIS mapping tools to create appealing and easily understandable visualisations of agricultural and conservation data and opportunity mapping.
- Organise and co-ordinate on the ground surveys where appropriate.
- Develop and deliver a programme of activity to disseminate best practice pond management, toolkits and guidance to land managers and to communities working with the Trust's Engagement Team.

### **Finance & Resource Management**

- Ensure that all organisational policies and procedures are understood and complied with, paying particular attention to Health and Safety procedures and guidelines;
- Manage and oversee project budgets responsibly and in line with our financial policies and procedures.

## **PERSON SPECIFICATION**

### **Essential:**

- Degree level or equivalent or proven experience in an ecological and/or land management discipline.
- Good knowledge of the principles of pond management and restoration.
- Proven experience of advising farmers, landowners and their representatives on pond management and restoration.
- A demonstrable ability and attitude to work effectively and cooperatively to build and maintain effective partnerships and relationships with stakeholders and partners and with colleagues within the organisation.

- Ability to organise and run surveys, workshops and training with a variety of audiences and at a range of knowledge levels, inspiring others and building engagement.
- Development, management and delivery of projects on time and within budget.
- Excellent interpersonal skills and proven experience in key relationship building;
- Experience in the use of GIS and other relevant IT systems.
- Good written and oral presentation skills and experience, including the ability and confidence to engage a variety of audiences, press and media.
- Strong organisational and administrative skills.
- The ability to work within a team and independently on own initiative.
- Willing to work unsociable hours including occasional evening and weekend work.
- A strong commitment to nature conservation and the work of Norfolk Wildlife Trust.
- Current full driving licence.

### **Desirable**

- Broader habitat management, restoration and creation knowledge and experience e.g. meadows, hedgerows, woodland.
- Knowledge of nature-based solutions, green finance and natural capital markets.
- Knowledge of ELMS and other relevant schemes and funding sources.
- Good numeracy and budgeting experience in the compilation and coordination of project budgets.
- Project management experience.

### **LIMITS OF AUTHORITY**

Raise purchase orders and commit expenditure to agreed limits.

Keep confidential records including landowners' and volunteers' personal information

### **HEALTH AND SAFETY**

Attached with contract.

### **RISK ASSESSMENT**

Provided with employment contract. Reviewed annually as part of Annual Performance Review.