

JOB DESCRIPTION

JOB TITLE: Holme Dunes Reserve Manager

TEAM: Nature Conservation

PRESENT POST HOLDER: vacant

DATE: June 2025

WRITTEN BY: SC/KH

OVERALL PURPOSE OF THE JOB:

To undertake the effective and efficient day to day operation of NWT Holme Dunes NNR and Holme Marsh. Manage and lead staff and volunteers to successfully implement and develop reserve management plans, agri-environment schemes, conservation projects and visitor engagement. To be responsible for a range of equipment and machinery related to conservation management as well as buildings and infrastructure on the nature reserves. To assist and facilitate the management of other NWT reserves where required and to further the objectives of Norfolk Wildlife Trust.

REPORTING TO:

Nature Conservation Area Manager – East (NCAM)

REPORTING TO JOB HOLDER:

Assistant Warden (Holme), Holme Beach Warden, Reserve and Beach Volunteers, Seasonal Staff, Contractors and Casual Labour.

OTHER WORKING RELATIONSHIPS

Within the organisation:

Cley Warden, Nature Conservation Area Manager (East), Nature Conservation Monitoring Officer, other Nature Conservation team field staff and HQ staff, Director of Nature Conservation, Grazing team members, Fundraising Team, NWT PR and Communications Manager.

Outside the organisation:

Local landowners, staff at Natural England, DEFRA, Forestry England, Environment Agency, Internal Drainage Board, Anglian Water, County, District and Parish Councils. Other eNGO's, contractors, utility operators, emergency services. Also, researchers, reserve visitors, education groups.

MAIN DUTIES

1. In conjunction with NCAM, develop, implement, monitor and update management plans, administer the operation of land holdings and manage the budget within prescribed limits for NWT Holme Dunes NNR and Holme Marsh.

2. Plan, organise and implement estate management at NWT Home Dunes NNR and Holme Marsh in accordance with management plan, any active agri-environment scheme and other instructions, regularly involving:
 - General estate work such as fencing construction and repair.
 - Maintenance of buildings, infrastructure and the main access track.
 - Use of machinery such as UTV, tractors and attachments.
 - Use of equipment such as Brush cutters, chainsaws and mowers.
 - Use of herbicide.
 - Liaising with and supervising contractors and licensees.
 - Overseeing pest and predator control.
 - Livestock checking and management.
 - Liaising with third party graziers.
 - Fen and Meadow cutting.
 - Scrub removal.
 - Species protection and management.
 - Pond management.
 - Project recording and report writing.
 - Site infrastructure checks and condition record keeping
3. Manage Holme Marsh for NWT on behalf of Courtyard Farms (CF) and produce an annual report for CF on wildlife highlights at Holme.
4. Lead and direct the Holme Dunes staff team and undertake monthly individual 1:1 meetings with the Assistant Warden and the Beach Warden.
5. Undertake regular routine patrolling of the reserve engaging with visitors to protect the site's wildlife interests and enforce NWT's site rules and policies. Keep a record of all incidents and notify NCAM of serious infringements.
6. Work in accordance with, and where appropriate, implement all NWT policies and procedures, particularly NWT's Health and Safety policy.
7. Deliver engagement activities to help raise the profile of the site and its wildlife. These may include guided walks, talks to local community groups, education visits.
8. Ensure that machinery and equipment is maintained to approved standards and keep maintenance logs.
9. Collect and maintain biological/environmental data as stated in management plan or as directed by the NWT Monitoring Officer. Assist in research projects as directed.
10. In conjunction with NCAM prepare and implement an annual work program.
11. Manage the Holme Dunes budget.
12. Liaise with Volunteer Coordinator to recruit and manage long term volunteers.

13. Represent NWT at liaison and other meetings after consultation with NCAM.
Develop and maintain a strong working relationship with the neighbouring NOA.
Advise NCAM of any issues that might affect NWT interests.
14. Promote the work of NWT whilst undertaking the above duties and recruit new members.

OTHER DUTIES

Assist with management and survey of other land as directed by the NCAM.

Ensure that incident reporting, correspondence and telephone enquiries are dealt with promptly.

Undertake other ad hoc duties as reasonably requested by and/or agreed with NCAM.

SPECIAL REQUIREMENTS

1. A sound understanding of coastal ecology, habitat management principles and experience in conservation management.
2. Excellent communication and interpersonal skills which can be used to inspire the general public, partners and stakeholders about nature conservation.
3. A resourceful nature, able to plan, implement, undertake, and supervise a wide variety of tasks involving staff and volunteers.
4. Ability to use all reserve machinery and equipment for prolonged periods of time as required for the conservation tasks being undertaken.
5. Ability to maintain good relations with reserve user groups and deal with them in a friendly and courteous manner.
6. Ability to maintain confidential information
7. Ability to supervise volunteers
8. Must be able to show they are fit to be in charge of young people and vulnerable adults (DBS check will be required).
9. Current driving licence or able to make adjustments to be able to use particular machinery, transport or ability to reach remote rural locations that are not accessible via public transport.

OTHER RELEVANT FACTORS OF THE JOB

As a member of the Nature Conservation team, the postholder may be required to undertake/assist with specific tasks, to ensure efficient and effective running and provision of services.

Must be prepared to work outside all season depending on weather conditions.

Must be prepared to use herbicide and oversee control of pests in line with NWT policy (after appropriate training).

Must be prepared to work weekends, evenings, early mornings and Bank Holidays.

May be expected to use own transport on trust business.

LIMITS OF AUTHORITY

Manage reserve budget within prescribed limits.

Sign own correspondence.

Purchase items up to an agreed limit.

Sign worksheets/time sheets for contractors/staff as required.

CONDITIONS OF SERVICE:

The postholder will work 37.5 hours per week, including weekends and Bank Holidays.

The postholder will be expected to work at weekends (April-October) and at times during the winter or arrange a staff cover for the reserve at weekends.

The post holder is expected to work most bank holidays or have a staff cover rota in place.

Time off in lieu is allowed for time being worked in excess of the 37.5 hour average working week in consultation with NCAM.