

JOB DESCRIPTION

JOB TITLE: Reserves Assistant (Outreach): Brecks

TEAM: Nature Conservation Team

POST HOLDER: Vacant

PREPARED BY: JP

DATE: June 2025

OVERALL PURPOSE OF THE JOB:

To carry out habitat management operations and infrastructure maintenance on NWT managed sites in the Brecks and Fens. This will include those areas owned by NWT, and managed under the Brecks Heath Partnership within the Thetford Forest area.

To undertake public outreach on our NWT managed reserves in the Brecks including guided walks and talks, community events and work parties, site patrols and visitor engagement.

REPORTING TO:

Breckland Reserves Manager

REPORTING TO JOB HOLDER:

Reserve volunteers, corporate volunteers, student placements (as directed by Brecks Reserves Manager)

OTHER WORKING RELATIONSHIPS:

Within the organisation:

Nature Conservation Area Manager (West), Brecks Reserves Assistants, Weeting Warden, other Nature Conservation team field staff and HQ staff, Director of Nature Conservation, Grazing team members.

Outside the organisation:

Local residents and stakeholder group representatives, community groups, field staff of Natural England, Forestry Commission, Environment Agency and other Statutory bodies, NGO's, general public, reserve visitors, local landowners, contractors, utility operators and emergency services.

MAIN DUTIES:

1. Habitat/site management

To assist the team of NWT staff to implement and undertake nature reserve management regularly involving:

Use of tractors and attachments including topper, rotovator, winch, cut-and-collect mower and trailers.

Use of equipment such as chainsaws, brushcutters, mowers and hand tools

Scrub removal including felling, extraction and burning

Heathland, grassland, wetland and woodland management

Tractor, ATV and hand-held pesticide application for weed control

Livestock management (ponies, cattle, goats and sheep) including regular checking and roundup, water provision, inspection and vet days (with the Grazing team)

Working with contractors

2. Stakeholder Engagement

Develop engagement opportunities with stakeholders, visitors and community groups on and locally to NWT managed sites in the Brecks. This will include:

Researching, developing and delivering guided walks for the public and specialist interest groups.

Researching, developing and delivering illustrated talks for local groups.

Develop contacts with local community groups near to agreed reserves to develop a program of reserve-based events such as habitat work, species recording and guided walks.

Carry out routine patrols at agreed sites to engage with visitors around expected behaviours; deal with any transgressions in a non-confrontational and educational manner.

3. Infrastructure maintenance

To undertake the maintenance, installation and inspection of a wide range of site infrastructure including:

High tensile stock fencing and post-and-rail fencing

Access infrastructure – gates, bridges and boardwalks, buildings, car parks and paths

Signage

4. Maintenance of machinery, tools and equipment:

To undertake the routine maintenance of NWT owned machinery, tools and equipment. This will include:

Servicing and repair of equipment, machinery and vehicles

Use of power tools such as welders, grinders and drills

Maintaining a clean and tidy workshop, yard and staff facilities

5. Record keeping, health and safety and monitoring:

To ensure that activities are recorded to meet legal requirements, compliance with DEFRA schemes including cross compliance and NWT policies. This will include:

Pesticide application and inventory records

COSHH, PUWER and LOLER records

Timesheets

Machinery and plant maintenance logs

Accident and near-miss records

Site safety assessments

Infrastructure risk assessments

6. Health and Safety

Work in accordance with the Trust's Health and Safety Policy and contribute to the maintenance of a safe and healthy environment. After training, provide first aid cover for colleagues and site users.

7. NWT policies

Ensure all NWT policies and procedures are adhered to

8. Other duties:

The post holder will be expected to work alternate weekends between March-August and one weekend in four outside of that time. Rest days will be taken on the following Monday/Tuesday in lieu of this.

Evening and bank holiday working will be required from time to time to fulfil the role and time off in lieu will be granted for this work.

Travel to sites and suppliers as directed

Attend and have input into team meetings and 1:1s.

To assist, supervise and encourage volunteers and volunteer involvement

To carry out all work in an environmentally aware manner, ensuring as little harm to the environment as possible

Promote the work of the Trust whilst undertaking the above duties, and recruit new members at every opportunity

Attend training courses and pursue further personal development related to setting of annual appraisal objectives

Undertake other ad hoc duties as reasonably requested by and/or agreed with the Brecks Reserves Manager

ESSENTIAL REQUIREMENTS

1. Confident and experienced in talking to a wide range of user groups, both in an informal and formal setting
2. A flexible and pragmatic approach to work
3. Experience in planning and delivering guided walks and talks
4. Ability to supervise volunteers
5. Ability to maintain good relations with the reserves team, volunteers and nature reserve user groups and deal with them in a friendly and courteous manner.
6. Able to undertake a variety of strenuous practical conservation tasks, often in difficult terrain and in all weather conditions
7. Will be required to complete a DBS check if working with vulnerable adults or children
8. Experience of working on a nature reserve or similar

9. Possesses interest and some knowledge and understanding of Breckland and wetland habitats and their associated wildlife.
10. Ability to maintain confidential information.
11. Current driving licence

Desirable

1. Ability to use reserve machinery and equipment or be trained.
2. Experience of undertaking construction and maintenance of countryside infrastructure such as fences, gates, bridges and trackways.
3. Experience of maintaining a range of tools and equipment
4. Experience of undertaking construction and maintenance of countryside infrastructure such as fences, gates, bridges and trackways.
5. Certification in tractor driving and chainsaw operation
6. Experience in handling livestock especially ponies, cattle, goats and sheep or be trained.
7. Relevant first aid qualification.

OTHER RELEVANT FACTORS OF THE JOB:

- Must be prepared to use herbicides (after appropriate training)
- May be expected to use own transport on Trust business.
- Must be prepared to work outside all year round.

LIMITS OF AUTHORITY:

- Purchase items up to specified limit (after agreement with Breckland Reserves Manager)
- Signs worksheets/time sheets for contractors as required

CONDITIONS OF SERVICE:

See Contract of Employment

The post holder will work an average 37.5 hours per week.

Time off in lieu is allowed for time worked in excess of the 37.5/hour average working week. Work outside normal hours must be agreed with the Breckland Reserves Manager.

The Trust pays a mileage rate for essential use of own car on Trust business. Mileage rates will apply if postholder exceeds mileage from home to East Wretham work centre.

The post holder will be entitled to 25 days holiday per annum, inclusive of three days to be taken between Christmas and New Year, plus bank holidays. This rises by 1 day per year of service up to 30 days/ 5yrs.

HEALTH AND SAFETY

A risk assessment has been carried out for this post.

The main risks identified for this post are:

Lone working

Vehicle driving

Dealing with the public

Machinery operation and maintenance including chainsaws, brushcutters and tractor operated implements

Livestock handling

Zoonoses including Lyme's disease