

## **JOB DESCRIPTION**

**POST:** Senior Nature Conservation Stockperson

**PRESENT POST HOLDER:** Vacant

**DATE:** November 2024

**PREPARED BY:** KH/JP

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### **OVERALL PURPOSE OF JOB:**

To perform a coordinating and supervisory role within the Nature Conservation Grazing Team as well as delivering conservation grazing management across the Trust's landholdings (NWT-owned, managed and third party sites), including livestock checking (cattle, ponies, sheep and goats), husbandry, transportation and preparing/maintaining sites for grazing. To meet livestock, grazing management and grazing team supervisory objectives set by the Nature Conservation Area Manager West and work in close co-operation with the Nature Conservation Reserve staff.

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### **REPORTING TO:**

Nature Conservation Area Manager West

### **REPORTING TO POST HOLDER:**

Volunteers and contract workers, supervision of Nature Conservation Stockpersons (2).

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### **OTHER WORKING RELATIONSHIPS:**

#### ***Within the organisation:***

Nature Conservation Support Manager, Nature Conservation Area Manager East, Reserves Monitoring Officer, Nature Conservation Reserve staff, the Nature Recovery team, the finance team and reserve volunteers.

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#### ***Outside the organisation:***

Staff at Natural England, DEFRA, Forestry Commission, Broads Authority, RSPB, National Trust, Wildlife Trusts, Breed Societies, Trading Standards, vets, contractors, utility operators and emergency services. In addition communication may be needed with the general public, local members, reserve visitors, local land owners and tenants.

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## **MAIN DUTIES:**

1. As directed by the Nature Conservation Area Manager West, supervise and co-ordinate the day to day activities of the Nature Conservation Stockpersons, including implantation of the weekly/monthly/annual work programmes for successful achievement of conservation grazing management on sites. Assist the Nature Conservation Area Manager West in ensuring the best deployment of resources to achieve this programme.
2. Ensure the day-to-day husbandry and welfare of livestock are maintained to the required standard. Coordinate and implement the weekly checking rota, including weekends, bank holidays and evenings as required.
3. Prepare and maintain sites for livestock by undertaking and/or co-ordinating of temporary fence erection, fence checking and supply of water.
4. To deputise in the absence of the Nature Conservation Area Manager West, including attending meetings, input to reports and liaison with other Nature Conservation staff.
5. Carry out the safe transportation of livestock between sites using tractor-trailer or stock trailers.
6. To ensure the care and welfare of stock is covered at all times, this post will be part of a grazing team weekend rota. The rota will require this post to work standard daytime hours, one weekend per month (or the equivalent as agreed).
7. To ensure the care and welfare of stock is covered at all times, this post will be part of a grazing team 'out-of-hours' emergency response rota overseen by the Nature Conservation Area Manager West. The rota will require this post to be the first point of contact and response for emergency calls received outside normal work hours for one week per month.
8. Assist the Nature Conservation Area Manager West with organising purchase and sale of livestock.
9. Assist the Nature Conservation Area Manager West in ensuring all legal and NWT regulations are fulfilled and best practice followed including maintenance of livestock movement records, veterinary medicines records, hazardous waste disposal and any other obligations as directed.
10. Assist Nature Conservation Area Manager West with organising purchase and delivery/collection of resources, equipment and machinery.
11. Take an active coordination role in ensuring vehicles, machinery and equipment comply with health and safety policies.
12. Contribute towards updates and implementation of health and safety procedures.
13. Coordinate and manage the team of Livestock Checking Volunteers. Recruit and carry out induction training, ensure adequate cover for sites and receive reports from the checkers.

14. Actively participate in monthly 1:1s with Nature Conservation Area Manager West and attend other grazing/NWT meetings where necessary.
  15. Assist in the conservation grazing monitoring programme as directed.
  16. Ensure compliance of all organisational, systems policies and procedures, paying particular attention to health and safety procedures and guidelines.
  17. Develop and maintain good relations with statutory bodies, vets, landowners, community groups and others dealing with NWT.
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#### OTHER RESPONSIBILITIES:

18. To carry out all other such duties as may from time to time be determined by the Nature Conservation Area Manager West
19. Co-operate and work with other staff to achieve the overall aims of NWT and to enhance the NWT's reputation.

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**PERSON SPECIFICATION:**

- Preparedness to work unsociable hours including evening and weekend work.
  - Current driving licence B+E
  - An understanding of the aims of conservation grazing.
  - Good organisational and time management skills.
  - Ability and confidence to supervise other staff members.
  - A flexible and pragmatic approach to the varied demands of the role.
  - Good communication skills.
  - Willing to undertake training and learning opportunities to ensure NWT stays at the forefront of conservation grazing best practice.
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**LIMITS OF AUTHORITY**

- Sign own correspondence
  - Authorise expenditure within agreed limits and agreed budgets
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**CONDITIONS OF SERVICE**

See Contract of Employment.

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**RISKS ASSOCIATED WITH THIS POST**

See individual risk assessment.

..... ***Post holder***

..... ***CEO***

***Norfolk Wildlife Trust***  
***November 2024***