

JOB DESCRIPTION

JOB TITLE: Brecks Reserves Manager

TEAM: Nature Conservation

PRESENT POST HOLDER: Vacant

PREPARED BY : JP/KH

DATE: August 2025

OVERALL PURPOSE OF THE JOB:

Lead the Brecks Reserves team staff in the effective and efficient management of NWT sites within the Brecks and Fens in south Norfolk, supported closely by the Nature Conservation Area Manager - West.

REPORTING TO:

Nature Conservation Area Manager - West

REPORTING TO JOB HOLDER:

Senior Reserves/Reserves Assistants (4x), contractors, reserve volunteers.

OTHER WORKING RELATIONSHIPS:

Within the organisation:

Other reserve field staff and HQ staff, members of the grazing team. Volunteers and local NWT Group contacts.

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 conservation NGO's, contractors, utility operators, licensee graziers, common rights holders, tenants, emergency services, police. Also researchers, reserve visitors, education groups.

MAIN DUTIES:

1. In conjunction with the Nature Conservation Area Manager West, input into and implement reserve management plans, and administer the running of Brecks NWT reserves including Weeting and Thetford Heath NNR's, Thompson Common and East Wretham Heath, and sites managed by NWT in

partnership with other organisations, particularly those in the Brecks Heath Partnership and the Wissey Wetlands creation scheme.

2. Ensure staff reporting to the post-holder are effectively managed and supported through regular 1:1 meetings, setting and reviewing of work programmes and objectives, undertaking an annual performance review, identifying training and development needs. Ensure that there is effective cover in place to fulfil key work tasks during periods of staff leave or absence and ensure the maintenance of high professional standards amongst team members.
3. Plan, organise and implement management on the Brecks reserves in accordance with their site management plans. This will regularly involve:
 - Use of machinery such as tractors, trailers and attachments such as flail collector
 - Use of equipment such as chainsaw, brushcutter, chipper, weed-wiper, winches
 - Use of ATV / UTV and attachments
 - Use of reserve equipment and machinery, including workshop hand tools, drills, grinders and welders
 - Management of heathland, fen, ponds, grassland. Including scrub removal, tree felling, mowing and removal of cut vegetation
 - Use of herbicides
 - Liaising with and supervising contractors
 - Estate work such as fencing, high-tensile fencing, maintenance of buildings such as workshop, installation of signs and other construction work.
4. To lead on the successful delivery of the annual work program and assist with any active habitat restoration projects. Ensure delivery of agreed outcomes in line with the aims and objectives of the project and/or funders.
5. Carry out livestock management tasks (ponies, cattle and sheep) including regular checking and roundup, inspection and vet days (led by the Grazing Team).
6. Carry out inspection and maintenance of reserve machinery and equipment to approved standards and ensure that machinery maintenance logs are kept up to date.
7. With support from the Nature Conservation Area Manager West, revise management plans and prepare annual work plans, reports and budgets.
8. Ensure all Trust policies and procedures are adhered to.
9. Carry out species protection and species management work.
10. Carry out ecological survey and monitoring and collect and maintain biological and environmental data, as prescribed in the site management plans or as directed by the Monitoring Officer. Assist in research projects as required.
11. Ensure the Brecks Reserves Team maintains compliance with all regulations, e.g. regarding pesticide use, waste management and recordkeeping.
12. Manage and maintain the risk assessment and inspection records required by safety legislation.

13. Carry out all work in an environmentally aware manner, ensuring as little harm to the environment as possible.
14. Where required, assist with implementation of visitor/education/interpretation programmes including leading groups.
15. Work with the Nature Conservation Area Manager West and the Fundraising Team to secure external grant income. Prepare reports for claims and publicity as required.
16. Undertake patrolling of the reserves
17. Engage with visitors and promote the work of the Trust whilst undertaking the above duties, recruiting new members at every opportunity

OTHER DUTIES:

1. Work in accordance with the Trust's Health & Safety policy and contribute to the maintenance of a healthy and safe working environment.
2. Attend training courses and pursue further personal development related to setting of annual appraisal objectives
3. Seek and respond to media opportunities in consultation with the PR and Communications Manager.
4. Attend Nature Conservation Team, Brecks Team and other internal and external meetings as required.
5. Ensure that written correspondence and telephone enquiries are dealt with promptly and professionally.
6. Assist with management of other land as directed by the Nature Conservation Area Manager West.
7. Undertake other ad hoc duties as reasonably requested by and/or agreed with the Nature Conservation Area Manager West

SPECIAL REQUIREMENTS:

Essential:

1. A sound understanding of the ecology, habitat management principles, and experience in maintaining:
 - Grass Heathland
 - Fens
 - Chalk grassland
 - Ponds and dykes
 - Scrub
 - Woodland
2. A resourceful nature with the ability to prioritise, plan, supervise and implement complex and challenging work plans

3. Experience of leadership and the ability to line manage and motivate team members
4. Good communication, negotiating and networking skills. Ability to form collaborative working relationships with landowners and partner organisations
5. Competent and trained in the use of the following reserve machinery and equipment: tractor, ATV, chainsaw, brushcutter and pesticide application. Current driving licence
6. Must be capable of carrying out practical works to required standards
7. Experience in handling livestock especially ponies, cattle and sheep or be trained
8. IT skills: competent in MS Excel, GIS and MS Word
9. Ability to maintain confidential information
10. Excellent interpersonal skills and an ability to deal with a wide range of visitors in a tactful and diplomatic manner
11. May be required to complete a DBS check if working with vulnerable adults or children
12. Able to produce clear and concise reports

Desirable:

1. Experience of project management
2. Driving licence includes relevant towing and vehicle class requirements for trailers up to 3.5 tonne laden weight (Classes B+E)
3. Trained in use of weed-wipers
4. Relevant first aid qualification
5. Ambition and capability to develop a career with NWT

OTHER RELEVANT FACTORS OF THE JOB:

Must be prepared to occasionally work unsociable hours (additional time worked may be taken as time off in lieu)

May occasionally be disturbed at home during unsocial hours

Expected to work weekend days on rota

Must be prepared to use herbicides or veterinary medicines (after appropriate training)

May occasionally (although not normally) be expected to use own transport on Trust business

Must be prepared to work outside all year round

LIMITS OF AUTHORITY:

Signs own correspondence

Purchases budgeted items and assists with management of Brecks revenue budget within prescribed limits, including signing of invoices

Signs worksheets/time sheets for contractors as required

Represents the Trust at external meetings

Postholder signature

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NWT:

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