

## **JOB DESCRIPTION**

**JOB TITLE:** West Norfolk Reserves Assistant

**TEAM:** Nature Conservation Team

**POSTHOLDER:** Vacant

**DATE:** November 2025

**PREPARED BY:** Ash Murray

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

To carry out habitat management operations and infrastructure maintenance on NWT reserves throughout west Norfolk, including: Roydon Common, Tony Hallatt Memorial Reserve, Syderstone Common, East Winch Common, Narborough Railway Line and Ringstead Downs. To undertake the full range of habitat management tasks, routine maintenance of machinery and equipment and infrastructure and visitor engagement as well as assisting with livestock management and infrastructure and species/habitat surveys and monitoring across these reserves.

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### **REPORTING TO:**

West Norfolk Deputy Reserves Manager

### **REPORTING TO JOB HOLDER:**

Reserve volunteers, student placements (as directed by Deputy Reserves Manager) and contractors.

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### **OTHER WORKING RELATIONSHIPS:**

Within the organisation:

West Norfolk Reserves Manager, Reserves Assistants, Nature Conservation Area Manager (West), other Nature Conservation team fieldstaff and HQ staff, Director of Nature Conservation, Grazing team members.

Outside the organisation:

General public, reserve visitors, local landowners, contractors, utility operators and emergency services.

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### **MAIN DUTIES:**

#### **1. Habitat Management:**

To assist the team of NWT staff to implement and undertake nature reserve management. This will regularly involve:

- Use of equipment such as brushcutter, chainsaw, winches, hand held herbicide applicators and hand tools.
- Use of machinery: tractors and attachments such as flail collector, post knocker, weedwiper and trailers.
- Use of ATV and UTV and attachments, Iron Horse.
- Fen mowing using brushcutters, Iron Horse, winches and hand tools.
- Scrub removal including felling, extraction and burning
- Heathland, grassland, wetland and woodland management
- Use of herbicides
- Liaising with and working with contractors
- Maintenance of sluices
- Maintenance of buildings and infrastructure

**2. Livestock management** (mainly ponies and cattle, but on occasions, goats and sheep):

Including regular checking and roundup, water provision, inspection and vet days (with the Grazing team)

**3. Infrastructure Maintenance:**

To undertake the construction, 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 (and hired) machinery, tools and equipment. This will include:

Servicing and repair of equipment, machinery and vehicles  
Use of workshop 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 and NWT policies. This will include:

Pesticide application and storage records  
COSHH, PUWER and LOLER records  
Machinery and plant maintenance logs  
Accident and near-miss records  
Site safety assessments, infrastructure risk assessments and hazardous tree surveys  
Timesheets

**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. First aid cover for colleagues and site users.

**7. NWT policies**

Ensure all NWT policies and procedures are adhered to

**8. Other duties:**

Travel to sites and suppliers as directed  
Attend and have input into team meetings and regular progress meetings with managers.  
To assist with species protection and species management work.  
To assist, supervise and encourage volunteers and volunteer involvement  
Procurement of low cost items and adherence to NWT finance policy and systems  
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  
Assist with management of other land as directed  
Undertake other ad hoc duties as reasonably requested by and/or agreed with the West Norfolk Deputy Reserves Manager and/or West Norfolk Reserves Manager

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## **ESSENTIAL REQUIREMENTS**

1. Able to undertake a variety of prolonged, strenuous practical conservation tasks, often in difficult terrain and in all weather conditions
2. A flexible and pragmatic approach to work
3. Ability to use reserve machinery and equipment or be trained.
4. Certification and aptitude in the use of chainsaws for felling, snedding, cross-cutting and carrying out daily maintenance (i.e. City & Guilds Level 2 Certificate of Competence in Chainsaw Maintenance and Cross-Cutting and City & Guilds Level 2 Certificate of Competence in Felling Small Trees up to 380mm.
5. Experience of working on a nature reserve or similar
6. Experience of undertaking construction and maintenance of countryside infrastructure such as fences, gates, bridges and trackways.
7. Experience of maintaining a range of tools and equipment
8. 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.
9. Possesses interest and some knowledge and understanding of west Norfolk's heathland, fen, chalk grassland habitats and their associated wildlife.
10. May be required to complete a DBS check if working with vulnerable adults or children
11. Ability to maintain confidential information.
12. Current, full driving licence

## **Desirable**

1. Trailer towing experience or ideally certification.
2. Certification in tractor driving and brushcutter operation
3. Experience in handling livestock especially ponies, cattle, goats and sheep or be trained.
4. Relevant first aid qualification.
5. Ability to supervise volunteers

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## **OTHER RELEVANT FACTORS OF THE JOB:**

- Must be prepared to work outside all year round
- May be expected to work unsocial hours. Additional time worked may be taken as time off in lieu
- Must be prepared to use herbicides (after appropriate training)
- May be expected to use own transport on Trust business (with appropriate reimbursement)

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## **LIMITS OF AUTHORITY:**

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

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## **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 West Norfolk Deputy 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 Roydon Common 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 5 yrs/ 30days.

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## **HEALTH AND SAFETY**

A risk assessment has been carried out for this post.

The main risks identified for this post are:

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

Livestock handling

Lone working

Vehicle driving

Zoonoses including Lymes disease