

JOB DESCRIPTION

JOB TITLE: Reserves Assistant

TEAM: Coast

POST HOLDER: Vacant

PREPARED BY: GB

DATE: November 2025

OVERALL PURPOSE OF THE JOB:

To assist with the effective and efficient day-to-day operation of nature reserves within the coastal portfolio (Currently Cley & Salthouse Marshes, Holme Dunes NNR and Southrepps Commons). To assist with coordination and implementation of the trust's monitoring strategy, supervise volunteer groups, carry out routine maintenance of machinery and equipment used by the post-holder. Carrying out habitat management and infrastructure maintenance. May occasionally lead guided walks.

REPORTING TO:

Coastal Reserves Manager (CRM) and Senior Reserves Assistant (SRA) (where directed by Coastal Reserves Manager).

REPORTING TO JOB HOLDER:

Reserve volunteers, cooperate volunteers, student placements (as directed by Coastal Reserves Manager)

OTHER WORKING RELATIONSHIPS:

Within the organisation:

Nature Conservation Area Manager - West, Reserves Assistants and seasonal Beach Warden, Machinery Specialist, other reserve field staff and HQ staff especially Nature Conservation Support Team and Director of Nature Conservation. NWT Grazing Team, NWT Monitoring Officer and Voluntary wardens.

Outside the organisation:

Field staff of Natural England, Broads Authority, Environment Agency and other statutory bodies, NGO's, general public, reserve visitors, local landowners, contractors, utility operators and emergency services.

MAIN DUTIES:

1. Species protection and monitoring:

To assist with implementation of various monitoring across all sites, including breeding bird surveys, water quality testing and fixed point photography. To liaise with the SRA to recruit and coordinate volunteers and volunteer groups to carry out species protection for beach nesting birds.

2. Habitat Management:

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

Use of equipment such as brush cutters, mowers and hand tools.

Use of tractors and attachments including toppler, rotovator and trailers
Wetland, woodland, grassland and open water management.
Tractor, ATV and hand-held pesticide application for weed control.
Livestock management (ponies, cattle and sheep) including regular checking and roundup, water provision, inspection and vet days (with the Grazing team)
Working with contractors.
Supervision of Volunteers.

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
Tree safety inspections

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 grinders and drills
Maintaining a clean and tidy workshop, yard and staff facilities

5. Health and Safety. Record keeping

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.

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 and hazardous tree surveys

6. NWT policies

Ensure all NWT policies and procedures are understood and are adhered to

7. Other duties:

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
Assist with management of other land as directed
Undertake other ad hoc duties as reasonably requested by and/or agreed with the CRM.

ESSENTIAL REQUIREMENTS:

1. Possesses good knowledge and understanding of wildlife and conservation issues, including wildlife ID.
2. Able to undertake a variety of practical conservation tasks, often in difficult terrain and in all weather conditions
3. Ability to use reserve machinery and equipment or willing to be trained
4. Experience of working on a nature reserve or similar
5. Ability to maintain good relations with reserve team, volunteers and nature reserve user groups and deal with them in a friendly and courteous manner
6. Will be required to complete DBS checks if working with vulnerable adults and children
7. Ability to maintain confidential information
8. Current driving licence

Desirable

1. Current driving licence with relevant towing and vehicle class requirements for trailers up to 3.5 tonne laden weight (Classes B+E).
2. Experience of undertaking construction and maintenance of countryside infrastructure such as boardwalks, fences, gates, bridges and trackways
3. Experience in maintaining a range of tools and equipment
4. Relevant first aid qualification.
5. Ability to supervise volunteers
6. Experience in handling livestock especially ponies, cattle and sheep or be willing to be trained

OTHER RELEVANT FACTORS OF THE JOB:

- May be expected to work unsociable hours. Additional time worked may be taken as time off in lieu
- Must be prepared to use pesticides
- May be expected to use own transport on Trust business.
- Must be prepared to work outside all year round in all weather conditions

LIMITS OF AUTHORITY:

- Purchase items up to specified limit (after agreement with CRM)
- Signs worksheets/timesheets for contractors as required

CONDITIONS OF SERVICE:

See Contract of Employment

The post holder will work an average 37.5 hours per week, usually 8.30am – 4.30pm.

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 CRM.

The Trust pays a mileage rate for essential use of own vehicle on Trust business. Mileage rates will apply if post holder exceeds mileage from Home to Cley & Salthouse Marshes work centre.

The post holder will be entitled to 25 days holiday per annum, rising by 1 day per year, per year of service up to a maximum of 30 days total holiday.

HEALTH AND SAFETY:

A risk assessment has been carried out for this post.

The main risks identified are:

Machinery operation and maintenance including, brush cutters, reciprocating mowers and tractor operated implements

Livestock handling

Lone working

Vehicle driving

Manual handling

Working near water

Controlled burning

Working near machinery

Transport of hazardous substances / herbicides

Winching

Use of pesticides / herbicide

Zoonoses including Lyme's disease and Weil's disease

Wasp stings

Exposure to sun and cold
