

JOB DESCRIPTION

JOB TITLE: West Norfolk Reserves Assistant (two year fixed term)

TEAM: Nature Conservation Team

POSTHOLDER: Vacant

DATE: February 2026

PREPARED BY: Ash Murray

OVERALL PURPOSE OF THE JOB:

This is a fixed two year, full time position, requiring regular weekend working and some evening/morning work.

To recruit and coordinate species monitoring and wardening volunteers to help improve our understanding of the nightjar population at NWT Roydon Common. In addition, to carry out habitat management operations and infrastructure maintenance on NWT reserves throughout west Norfolk, including: Marham Fen, 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.

REPORTING TO:

West Norfolk Reserves Manager

REPORTING TO JOB HOLDER:

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

OTHER WORKING RELATIONSHIPS:

Within the organisation:

West Norfolk Deputy 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:

British Trust for Ornithology, licensed ringers, General public, reserve visitors, local landowners, contractors, utility operators and emergency services

MAIN DUTIES:

1. Volunteer engagement

To recruit and co-ordinate species monitoring volunteers. This will involve:

- Co-ordinating and taking part in survey events e.g. dusk nightjar surveys
- Carrying out volunteer inductions
- Assisting with organising volunteer events e.g. start and end of survey season round up meetings and Christmas event
- Leading work parties

2. Visitor engagement

To actively engage with visitors to the reserve to improve their understanding of the importance of the reserve for wildlife and to reinforce the need for responsible access.

- Regular site wardening patrols, including regular weekend visits
- Recording data on visitor usage patterns and incidents
- Maintaining interpretive signage
- Providing guided walks

3. Habitat and Species Management:

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

- Species surveys, especially related to nightjars
- Predator control, including lethal methods
- 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 and volunteers
- Maintenance of sluices
- Maintenance of buildings and infrastructure

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

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

5. 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

6. 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

7. 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
Visitor numbers and incidents reporting
Survey and monitoring data records

8. 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.

9. NWT policies

Ensure all NWT policies and procedures are adhered to

10. 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.
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

ESSENTIAL REQUIREMENTS

1. A flexible and pragmatic approach to work
2. Ability to maintain good relations with the reserves team, volunteers and nature reserve user groups and deal with them in an open, friendly and courteous manner.
3. Possesses interest and some knowledge and understanding of west Norfolk's heathland, fen, chalk grassland habitats and their associated wildlife.
4. Willing to undertake lethal methods of predator control.
5. Ability to supervise volunteers
6. Ability to use reserve machinery and equipment or be trained.
7. Able to undertake a variety of prolonged, strenuous practical conservation tasks, often in difficult terrain and in all weather conditions
8. Experience of working on a nature reserve or similar
9. Experience of undertaking construction and maintenance of countryside infrastructure such as fences, gates, bridges and trackways.
10. Experience of maintaining a range of tools and equipment
11. May be required to complete a DBS check if working with vulnerable adults or children
12. Ability to maintain confidential information.
13. Able to carry out regular weekend work and some evenings.
14. Current, full driving licence

Desirable

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

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)

LIMITS OF AUTHORITY:

- Purchase items up to specified limit (after agreement with West Norfolk 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 West Norfolk 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.

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