JOB DESCRIPTION

JOB TITLE: Reserves Assistant: Woods & Heaths Team **TEAM:** Nature Conservation Team

PRESENT POST HOLDER: **PREPARED BY:** WR

DATE: Oct 2026

OVERALL PURPOSE OF THE JOB:

To carry out habitat management operations and infrastructure maintenance on NWT managed sites in the South/Central and North Norfolk Areas. To undertake routine maintenance of machinery and equipment used by the post-holder and to periodically lead groups of volunteers carrying out habitat management.

REPORTING TO:
Reserve Manager: Woods and Heaths.

REPORTING TO JOB HOLDER:
Reserve volunteers ,corporate volunteers, student placements (as directed by Reserve Manager (Woods and heaths)

OTHER WORKING RELATIONSHIPS:

Within the organisation:
Nature Conservation Area Manager East, Senior Reserve Assistant (Woods and heaths), Reserves Assistants W&H, Machinery Specialist, other Nature Conservation team fieldstaff and HQ staff, Director of Nature Conservation, Grazing team members. Voluntary Wardens.

Outside the organisation:
Fieldstaff of Natural England, Forestry Commission, Environment Agency and other Statutory bodies, NGO's, general public, reserve visitors, local landowners, contractors, utility operators and emergency services.

MAIN DUTIES:

1. **Habitat Management:**

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

- Use of equipment such as chainsaws, brushcutters, mowers and hand tools.
- Use of tractors and attachments including topper, rotovator, winch, cut-and-collect mower and trailers.
- Scrub removal including felling, extraction and burning.
- Tree felling, coppicing, production and distribution of woodland products.
- Woodland, heathland, grassland and wetland 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.

2. **Infastructure 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

3. 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 welders, grinders and drills
- Maintaining a clean and tidy workshop, yard and staff facilities

4. Record keeping, health and safety and monitoring:

To 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

5. 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.

6. NWT policies

Ensure all NWT policies and procedures 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 with species protection and species management work.
- 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 Reseve Manager (Woods and heaths)

ESSENTIAL REQUIREMENTS

- Able to undertake a variety of practical conservation tasks, often in difficult terrain and in all weather conditions
- Certification in chainsaw operation (maintenance, crosscutting and felling small trees).
- Ability to use reserve machinery and equipment or be trained.
- Experience in handling livestock especially ponies, cattle and sheep or be trained.
- Experience of working on a nature reserve or similar
- Experience of undertaking construction and maintenance of countryside infrastructure such as fences, gates, bridges and trackways.
- Experience of maintaining a range of tools and equipment
- 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.
- Possesses interest and some knowledge and understanding of wildlife and conservation issues.
- May be required to complete a DBS check if working with vulnerable adults or children
- Ability to maintain confidential information.
- Current driving licence

Desirable

- Current driving licence with relevant towing and vehicle class requirements for trailers up to 3.5 tonne laden weight (Classes B+E).
- Relevant first aid qualification.
- Ability to supervise volunteers

OTHER RELEVANT FACTORS OF THE JOB:

- 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)
- Will be expected to use own transport on Trust business.
- Must be prepared to work outside all year round depending on weather conditions

LIMITS OF AUTHORITY:

- Purchase items up to specified limit (after agreement with Reserve Manager W&H)
- Signs worksheets/time sheets for contractors as required

CONDITIONS OF SERVICE:

See Contract of Employement

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 Reserve Manager (Woods & Heaths).

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 Foxley Wood 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.

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