****

**Estate Worker**

**Introduction**

Warwickshire Wildlife Trust (WWT) is one of the 46 UK Wildlife Trusts. Established in 1970 we are a grass roots organisation governed by 14 trustees elected from a membership of over 29,000 people, 99% of whom live in the county, and supported by 800 active volunteers. We manage 67 nature reserves which total more than 1,000 hectares across Warwickshire, Coventry and Solihull and no one living or working in that area is more than 6 miles from one of these wildlife havens.

As members of the influential network of Wildlife Trusts, we are part of a collective covering the whole of the UK with 870,000 members, 35,000 volunteers, 2,500 staff and 600 trustees, all working together through a central unit, the Royal Society of Wildlife Trusts (TWT). Together we are on a mission to restore a third of the UK’s land and seas for nature by 2030. We believe everyone, everywhere, should have access to nature and the joy and health benefits it brings. Each Wildlife Trust is an independent charity formed by people getting together to make a positive difference for wildlife, climate and future generations. Together we care for 2,300 diverse and beautiful nature reserves and work with others to manage their land for nature, too.

WWT is delivering on a ten-year strategy setting out the impact we want to have as an organisation. We have a bold goal that, by 2030, nature will be in recovery with abundant and diverse wildlife everywhere, and that natural processes will be creating wilder landscapes where people and nature thrive.

To achieve that we need someone with the practical abilities to make that happen on our sites for nature. We are looking for an individual who understands land management that can support and deliver for wildlife. More so, we need someone who has the skills and experience to support our management through knowing how to use and maintain machinery, assist with reserves construction projects and have an interest in livestock management.

No two days will be the same and your passion for the outdoors will see you helping restore woodlands, manage grazing sites or maintaining equipment to support our wider practical Reserves Team. As well as this wider teamwork you’ll also need to be able to work alone and complete tasks under your own supervision and solve problems.

This is an outdoor role and an ability to work in all weathers is essential. There will also be a high degree of heavy manual work, so not only will you get to work in fantastic environments, but you’ll be also getting a workout too.

If you would feel at home out in the Warwickshire wilds and want to contribute to nature’s recovery in a practical way – this may be the role for you.

**Job description: Estate Worker**

|  |  |
| --- | --- |
| **Accountable to:**  | Nature Reserves Manager |
| **Location:** | Based at Brandon Marsh Nature Centre, CV3 3GW with agile working.  |
| **Salary:**  | Grade 2(a) £22,932 - £28,022 (£23,000 starting salary) |
| **Benefits:** | Employers’ pension contribution up to 7% (with 4.5% from employee)25 days holiday plus bank holidays, rising after 2 years’ serviceAccess to Electric Vehicle salary sacrifice schemeEmployee Assistance ProgrammeDeath in service benefit equivalent to 3x salary |
| **Liaison with:**  | Warwickshire Wildlife Trust staff, volunteers, external partners and general public  |
| **Responsible for:** | Working alongside volunteers |
| **Hours:**  | Full Time, 35 hours per week |

**Job Purpose:**

To assist with the practical day-to-day management, maintenance and care of all Trust nature reserves. Undertake proactive and reactive repairs and maintenance on sites as well provide support to the Reserves Team through organising and maintaining vehicles, tools and equipment.

**Key Responsibilities:**

1. **Reserves Management:**
	1. Support the Reserves Team to manage the Trust’s nature reserves using machinery, powered equipment and hand tools
	2. Undertake a range of practical habitat management activities on Trust sites and that of third parties
	3. Use a range of agricultural equipment including tractors, trailers and vegetation management attachments plus power and hand tools
	4. Support colleagues on practical tasks whereby health and safety require two or more competent individuals present i.e. Tractor driving
	5. Take responsibility of nature reserve cleansing and litter clearance as required
	6. Assist with livestock checking, inspect and maintain associated reserves infrastructure
	7. Work and communicate with graziers and contractors where necessary
	8. Maintain records of management as required and report issues
	9. Act as an ambassador for the Trust; liaising with neighbours, the public and local and statutory authorities and representing the Trust externally.
	10. Ensure Trust Policies are enforced on reserves
2. **Resources, Health and Safety:**
	1. Ensure reserves are healthy, safe and secure by undertaking required checks and maintaining required records
	2. Undertake reactive repairs and proactive maintenance of sites and associated infrastructure
	3. Be responsible for opening and securing sites when required
	4. Ensure that all allocated vehicles, tools and equipment are secure and maintained in line with policy and good practice
	5. Receive/collect deliveries relating to Reserves operations and maintain the Reserves Yard cleanliness
	6. Take responsibility for the tool store and workshop management and maintain a tidy and safe workspace
3. **General Responsibilities:**
	1. Promote the work, mission and vision of the Trust at all times.
	2. Use every opportunity commensurate with other duties to contribute to the Trust’s membership recruitment, fundraising and engagement of people.
	3. Ensure a high level of customer service in all dealings with the public.
	4. Ensure continuous development of skills and knowledge required for the post, undergoing training and performance review as required by the Trust.
	5. Work within all the policies and procedures of the Trust, ensuring own compliance with the Trust’s health and safety policies and procedures and that of any resources for whom you are responsible.
	6. Work at all times within the Warwickshire Wildlife Trust’s Equal Opportunities Policy and to promote equal opportunities.
	7. Comply with all legal and contractual obligations concerning the responsibilities of your post.
	8. Assist in the preparation of annual budgets, work programmes and reporting requirements for your area of work.
	9. Carry out any other reasonable duties commensurate with the level of responsibility of the post, as requested by the Chief Executive.

**Person Specification**

|  |  |  |
| --- | --- | --- |
| **Experience**  | **Essential** | **Desirable** |
| Practical land management using a range of techniques | **✓** |  |
| Undertaking repairs, maintenance and outdoor construction i.e. livestock fencing | **✓** |  |
| Working effectively as part of a team to achieve success | **✓** |  |
| Working with livestock or graziers |  | **✓** |
| Experience of using agricultural machinery and associated attachments | **✓** |  |
| Demonstrating ability to work under own supervision and take initiative | **✓** |  |
| Working across a range of habitats  |  | **✓** |
| **Knowledge** | **Essential** | **Desirable** |
| Relevant qualification to the sector |  | **✓** |
| Sound understanding of practical challenges faced in managing land | **✓** |  |
| Knowledge of Health and Safety requirements relating to the sector and undertaking Risk Assessment |  | **✓** |
| Range of practical qualifications / experience / understanding of countryside management e.g. chainsaw, brush cutter, first aid, pesticides, tractor driving |  | **✓** |
| Knowledge of appropriate legislation and compliance issues – including Health and Safety |  | **✓** |
| Skills | Essential | Desirable |
| A range of practical management skills and techniques | **✓** |  |
| Tractor driving, 4x4 and trailers |  | **✓** |
| Ability to undertake heavy manual work and work in all outdoor conditions | **✓** |  |
| Able to maintain and repair tools and equipment | **✓** |  |
| Effective planner with good time management skills | **✓** |  |
| Ability to create solutions and work independently to meet challenges  | **✓** |  |
| Results focused - Able to prioritise and act with determination to achieve targets  | **✓** |  |
| Self-aware - Able to demonstrate willingness to develop your own skills  | **✓** |  |
| Collaborative - Ability to work across teams with a variety of skills | **✓** |  |
| Ability to use IT effectively  |  | **✓** |
| Full, current driving licence | **✓** |  |
| Personal Qualities | Essential | Desirable |
| Excellent interpersonal skills – being aware of own skills and limitations | **✓** |  |
| High level of commitment and enthusiasm for the natural environment | **✓** |  |
| Enjoyment of dealing with people | **✓** |  |
| Organised and effective | **✓** |  |
| Ability to work flexibly out of office hours, occasionally at short notice | **✓** |  |

**GENERAL INFORMATION FOR THE POST**

**Warwickshire Wildlife Trust**

Further information can be found on our web site: [www.warwickshirewildlifetrust.org.uk](http://www.warwickshirewildlifetrust.org.uk)

**Selection and Assessment**

The candidates who appear to best meet the person specification will be invited to attend for interview. We recommend that applicants pay particular attention to demonstrating how they meet the person specification on the application form.

The assessment will consist of an interview designed to give candidates an opportunity to demonstrate their skills and suitability for the post. Details will be sent to short-listed candidates.

Interviews on 13th May 2025 at Brandon Marsh Nature Centre, Brandon Lane, Coventry, CV3 3GW.

**Appointment**

All our offers of employment are made, subject to some pre-employment checks including: Satisfactory References, Checks on eligibility to work in the United Kingdom, Checks on relevant certificates. Due to the anticipated level of contact with children or other vulnerable members of society involved with this role, a satisfactory Criminal Records Bureau/Independent Safeguarding Authority check is required.

**Salary**

**The starting salary for the post is £23,000 per annum**. You will be paid monthly in arrears by credit transfer to a bank or building society account.

**Location**

This post will be based at the Trust’s offices at Brandon Marsh Nature Centre and may be required to work at other Trust or non-Trust sites from time to time. The successful candidate will be expected to travel to visit sites within the area, some of which are in remote locations and many include rough terrain as an integral part of their character. The role will involve some lone working. The role is not suitable for home working under the Trust’s agile working policy.

**Hours of Work**

Our employees work a 35-hour week (full time). In view of Warwickshire Wildlife Trust’s work, employees can be called upon from time to time to work a reasonable period outside of the set hours. No overtime will be payable but a flexi time policy is in place.

**Holiday Entitlement**

Our holiday year runs from January to December. Full time employees get 25 days holiday per year plus bank holidays. For permanent members of staff this increases to 27 days after 2 years and 28 days after 5.

**Pension**

You will be automatically enrolled in the Warwickshire Wildlife Trust Stakeholder Pension Scheme if you meet the eligibility criteria, though you may opt out. The employee contributes 4.5% of salary and the Trust as the employer contributes a further 7% to the scheme.

**Notice**

If you choose to leave the Trust you will be required to give one months’ notice.

**Equal Opportunities**

Warwickshire Wildlife Trust is committed to equal opportunities and appoints on merit. We welcome applicants from all sections of society regardless of gender, sexual orientation, race, disability, marital status, age and religion, perceived community background or political beliefs.

**CVs**

Please be advised that CV's cannot be accepted on their own and will not be considered if submitted without a completed application form. A completed Warwickshire Wildlife Trust application form only will be accepted.

**Responding to Applications**

Thank you for showing an interest in this job and for taking the time to apply. Unfortunately, due to administration costs, we regret that only short-listed candidates will be contacted. If you have not heard from us within four weeks of the closing date then please assume that your application has been unsuccessful on this occasion.

*The purpose of this information is solely to provide prospective candidates with details relating to the post. It may not be construed as an offer of employment, nor does it form part of the contract of employment or the role profile.*