

# JOB DESCRIPTION

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## IDENTIFICATION OF JOB

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<b>JOB TITLE</b>	-	Conservation Manager (Bridgend, The Vale and Cardiff)
<b>TEAM</b>	-	Conservation plus Senior Management Team
<b>WORKING BASE</b>	-	Tondu Office, Bridgend
<b>RESPONSIBLE TO</b>	-	Chief Executive Officer
<b>RESPONSIBLE FOR</b>	-	Conservation team in Vale, Bridgend and Cardiff

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## OVERALL PURPOSE OF JOB

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- Developing and Implementing WTSWW's conservation objectives and strategies – with particular attention to your region.
  - Overseeing management of WTSWW's nature reserves in your region.
  - Working with other Wildlife Trusts and partners to develop new strategic opportunities, to deliver projects and to oversee and support the work of members of your team eg contracts and project work.
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## MAIN RESPONSIBILITIES

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To work with the other two Conservation Managers and the Head of Biodiversity and Policy to deliver the wide conservation objectives of the charity and to develop the work of the Trust through new projects including Living Landscapes, working in partnership with others.

To ensure our own estate is managed and monitored appropriately for the benefit of wildlife and so that it can act as a showcase for our work, having due regard for H&S and reporting.

To inform and advise other landowners, businesses, statutory bodies and government with regard to wildlife and conservation.

To work with volunteers and communities throughout our area to engage people with wildlife, and promote conservation and WTSWW to wider audiences.

To take a pro-active role in the development and delivery of safe working practices, and to comply with the Trust's Health and Safety policies and procedures.

With the other Conservation Managers, to develop and manage relevant annual budgets and to be an active member of the Senior Management Team, having regard to the wider work of the charity as a business and working in positive partnership with other departments of the Trust.

To maximise every opportunity to promote the Trust and recruit new members.

To undertake other duties appropriate to the post that may be requested from time to time by the Line Management.

# JOB SPECIFICATION

(This section details the role requirements in terms of management, accountability, impact, independence, contacts and creativity, in addition to describing the working environment.)

- **Management and Supervision**

The post holder will be responsible for a diverse team of individuals from conservation, community and education staff to volunteers and contractors located across the area.

- **Accountability and Resources**

The post holder will share responsibility for the Conservation budget, authorising purchase orders from managed staff – ensuring that financial outlay falls within the set budget and for meeting WTSWW's conservation aims and objectives.

- **Job Impact**

The work has a substantial impact on the Trust's reputation as it is the responsibility of the post holder to liaise and develop strategic partnerships with individuals, local authorities, statutory bodies and other eNGOs. Internally the post holder will form part of the Senior Management Team (SMT) and in doing so will input into the running of WTSWW and all its departments, helping to form and strategically develop the organisation. The post holder will also be expected to inform internal and external policies relating to the organisational development and its conservation objectives at a local and National level.

- **Independence and Judgement**

Being responsible for such a diverse team of staff over the area, sound judgement is essential, especially in more specialist areas such as ecological consultancy and landowner advice. Although independent thought and action is required, the post holder has the responsibility to inform staff of the decisions being made that potentially affects their work activities. Likewise further support to the post holder is made available through the SMT.

- **People and Contacts**

As well as contacts with other staff and Trust members, the level of contact will vary from supporting local community groups to influencing civil servants and Ministerial policy. There will also be contact with staff from other Wildlife Trusts. You will also need to be willing to be involved in media work, representing the Trust on the radio and television.

- **Creativity and Innovation**

Creative thinking and innovation is encouraged and essential to implementing conservation, education and community projects, when working to a budget. Problem solving through innovative ways and partnerships will form the basis of the working environment. The post holder will be responsible for a wide variety of tasks and will be encouraged to develop new approaches to perform these tasks.

- **Working Conditions**

The post holder will be based predominantly at the Tondu Office in Bridgend, but will be expected as a Senior Manager to attend meetings in other offices/ on site as well as travel to meetings throughout Wales and occasionally further afield. In addition the post holder has the option to work from home when necessary.

# PERSON SPECIFICATION

**JOB TITLE** - Conservation Manager (Bridgend, Vale and Cardiff)

**TEAM** - Conservation & SMT

(This section details the experience, competence, knowledge, skills and personal qualities required for the post.)

## **Essential Skills/ Knowledge:**

Relevant higher-level qualification in a subject relating to the environment and/ or sufficient relevant experience to cover the requirements of the post.

Line management experience

Ecology (key habitats: grassland, wetland, woodland, coastal as well as urban wildlife)

Project management (including contracts and budgets)

At least one of: Outdoor learning, people engagement or green infrastructure

Knowledge of H&S legislation

Experience of setting and working to budgets

Experience of working with volunteers

Experience of working with communities

Driving licence

## **Desirable Skills/ Qualifications:**

Understanding of Welsh Biodiversity planning process

Experience of wildlife and/or community projects in an urban setting

Knowledge of this part of Wales

Knowledge of conservation grant funding

Understanding of Welsh development planning and legislation

Protected Species Licenses

Advocacy/ campaigning skills

Welsh language speaker/ learner

## **Personal Qualities**

Must be self motivated and able to work on own initiative

Must be organised

Have a flexible approach to work

Excellent communicator and team member

## **Further details:**

Salary: £25,000 (with an increase after completion of a successful probation period)

Working Hours: Full time/ 35 hours per week. We operate a flexible/ TOIL working system.

Holidays: 20 days, rising by 1 day each year to a maximum 25 days, plus statutory holidays plus additional discretionary holiday over Christmas/ New year (usually between 3 and 5 additional days).

Working location: You will be based at our main office in Tondy, located on Parc Slip nature reserve but with frequent travel throughout the area covered by this post and occasional travel across the wider WTSWW area and Wales. Some home working is acceptable. Our IT system is 'cloud-based' allowing access to emails and files from any location.

Travelling expenses; 40p per mile. Shared pool cars available if booked in advance.

You will be provided with a laptop, mobile phone and PPE

**Further Information:**

Our website is a good source of information if you are thinking of applying for this post. The home page is [www.welshwildlife.org](http://www.welshwildlife.org). In particular you might like to look at:

The Annual Conservation Team Report (latest report is available via this link on our website: <https://welshwildlife-6aa7.kxcdn.com/wp-content/uploads/2018/12/Conservation-Team-Report-17-18-FINAL-1.pdf> ) gives a good overview of the breadth and depth of the work of the Conservation team.

My Wild Cardiff <https://www.welshwildlife.org/my-wild-cardiff/> is one of the projects that would come under the remit of this post.

You can also find out information about the nature reserves in this area via the nature reserves pages on the website.

If you have any specific queries before the application deadline or would like to have a general chat about the post, please email [info@welshwildlife.org](mailto:info@welshwildlife.org) and put 'Conservation Manager job application query' in the subject line. Please include your contact details in the email.