

London Wildlife Trust

Conservation Project Officer; Braeburn Park

Job Description and Person Specification

Responsible to: Nature Reserves Manager

Located at: Centre for Wildlife Gardening, 28 Marsden Road, Peckham, SE15 4EE (with time also spent offsite delivering project work)

Oversight Committees: Nature Reserves Team

Braeburn Park is a former orchard, quarry and landfill site in Crayford reclaimed by nature. This once neglected area is now a thriving oasis boasting several unusual species of insects, and supports a geological Site of Special Scientific Interest. It is owned by The Land Trust, and managed on their behalf by London Wildlife Trust.

The vision for the site is to manage and develop its potential as a nature reserve, protecting and enhancing the biodiversity and geological interest of the area while providing a site that will be highly valued by the local community as an open space for passive recreation, education and enjoyment.

Overall responsibilities:

To undertake practical reserve management and community engagement at Braeburn Park nature reserve. The role will focus on delivering the site's management plan ensuring that all work undertaken is delivered in an ecologically robust, safe and inclusive manner.

Responsibilities:

- To plan and deliver practical works across the site relating to key habitats and reserve infrastructure in alignment with the reserve management plan.
- To lead practical conservation workdays, supervising volunteers and corporate groups, ensuring all Health & Safety measures are undertaken and working to site risk assessments.
- To assist in the maintenance and service upkeep of machinery, hand and power tools, and storage facilities in line with the Provision and Use of Work Equipment Regulations 1998. Records and logs of work undertaken to be kept under guidance of the Nature Reserves Manager.
- To deliver a range of events to encourage community engagement with the site.
- To improve the visual quality of site entrances, perimeters and signage.
- To maintain safety of access throughout the site at all times, including reporting potentially dangerous trees and other hazards to the Nature Reserves Manager.
- To monitor and gather feedback from conservation activities and events, ensuring that all statistics are recorded on the Trust's databases.
- To compile quarterly reports on conservation activities and events for the Land Trust under the guidance of the Nature Reserves Manager.
- To liaise with the Land Trust, Natural England, the London Borough of Bexley, lead volunteers, neighbouring landowners, contractors, and other relevant individuals and organisations, as and when required.
- To act as a local ambassador for London Wildlife Trust and the Land Trust at Braeburn Park
- To attend regular project team meetings and London Wildlife Trust quarterly staff meetings
- To contribute to the wider activities of London Wildlife Trust as required by the line manager and attend team meetings and other internal meetings as required.

Other areas of responsibility:

- a) Promotion of the Trust: To work at all times to further the aims of the Trust including promotion of Trust membership. To encourage donations and to assist in and promote related events and campaigns where appropriate.
- b) Health and Safety: All staff are legally responsible for ensuring Health and Safety considerations are taken into account in all working situations. Staff are encouraged to make reports or suggestions to the Health and Safety Officer on any matters of concern.
- c) Equal opportunities: To work at all times within the Trust's Equality and Diversity Policy, and to promote equal opportunities wherever possible especially with regard to volunteer and membership recruitment.
- d) All staff may, on occasion, contribute to the work of London Wildlife Trust's trading arm – London Wildlife Limited

Terms and Conditions

- Salary:** £23, 230 - £24, 263 (pro rata to three days per week)
- Hours of work:** 3 days a week, 09.30am to 5.30pm, including one hour for lunch. This time also includes evening/weekend working for which time off in lieu will be given.
- Holidays:** 25 days per annum (pro rata to three days per week) plus statutory holidays
- Tenure:** Fixed Term contract to 31st August 2021
- Sick pay:** Employees are eligible for company sick pay after successful completion of the probation period and if the correct procedures have been followed; employees may still qualify for Statutory Sick Pay.
- Pension:** Eligible employees will be auto-enrolled into the company pension scheme. Further details on auto-enrolment can be obtained from this website <https://www.gov.uk/workplace-pensions>. Pension contribution rates for LWT are currently at 3% employer and 5% employee. Even if you are not eligible, you can still join the scheme, but the Trust may not have to make any employer contributions. Further details will be provided on joining the Trust.
- Employee Assistance Programme** All employees have access to a free and confidential information, support and counselling service available 24 hours a day, 365 days a year
- Childcare Voucher Scheme** The Trust operates a salary sacrifice scheme

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The following experience, skills and aptitudes are those that we are looking for in candidates for the above role. Those listed as 'Essential' are those that the candidates must have. Candidates who fail to meet these criteria will not be short-listed. 'Desirable' skills and experience are those that it would be advantageous to have, although it is not essential.

Essential	Assessed At	Desirable	Assessed At
Demonstrable experience of planning and delivering practical conservation work on nature reserves, accompanied by a good range of practical land management skills.	Application	Knowledge of urban nature conservation and managing land in urban areas, with understanding of some of the problems and solutions specific to this sector.	Application
Demonstrable experience of implementing conservation management plans.	Application	Experience of liaising with contractors.	Application
Reasonable identification skills for a range of taxa, and some knowledge of standard biological recording techniques.	Application	Knowledge of brownfield, grassland and woodland habitats and key species.	Interview
Demonstrable experience of managing volunteers.	Application	Demonstrable experience of delivering informal training sessions, guided walks, presentations and events.	Application
Reasonable experience of managing and maintaining land management hand tools and machinery and capable of delivering training sessions for safe practice and conduct using tools.	Interview	Chainsaw & brushcutter licenses.	Application
An ability to engage people and act as an ambassador for London Wildlife Trust in the local community	Interview	Full, clean UK driving licence.	Application
An ability to prioritise workload and organise work effectively to meet deadlines.	Interview	First Aid Certificate.	Application
Good presentation, administrative, organisational, communication, Microsoft Office and time management skills.	Interview	Knowledge of London, its people and its wildlife.	Application
Commitment to working in accordance with our equal opportunity, health and safety, safeguarding and lone working policies.	Interview		

An enhanced DBS (formerly CRB) check is required for this role. Lone working is a regular feature of this role. This position is supported by players of the People's Postcode Lottery

Protecting London's wildlife for the future

The London Wildlife Trust is a company limited by guarantee registered in England and Wales no. 1600379 and registered charity no. 283895.