

**JOB DESCRIPTION****NATURE RESERVES OFFICER**

Location	Banovallum House
Responsible to	Head of Nature Reserves
Job purpose	Provide technical and administrative support to the Head of Nature Reserves and the wider Reserves team.

KEY TASKS

- A. Support the Head of Nature Reserves in the preparation and submission of agri-environment schemes (Countryside Stewardship, Higher Level Scheme) claims. Contribute to applications for new schemes and other funding grants.
- B. Advise field staff on agri-environment matters where appropriate. Support their work in the delivery of agri-environment scheme compliance by assisting with habitat survey work and maintaining species and photographic records.
- C. Support the Head of Nature Reserves with the development of Woodland Management Plans in liaison with field staff and the Forestry Commission.
- D. Liaison with partner organisations including Natural England, Rural Payments Agency, Environment Agency, Forestry Commission and other statutory bodies ensuring reserve management activities comply with their requirements.
- E. Work with the Reserves office team to provide administrative support for the department.
- F. Use Reserves department software such as CMSi (database), LibraryLink (archiving) and mapping systems (ArcGIS), to record important data from the nature reserves and update management plans.
- G. Contribute to the wider work of the Trust, including species recording, disseminating relevant research papers and articles to Reserves staff.
- H. Undertake duties in accordance with the Trust's health and safety policies, risk assessments, procedures and safe working practices. To promote the welfare of children, young people and vulnerable adults and undertake duties in accordance with the Trust's safeguarding policies and procedures.
- I. In addition to the above normal duties, to undertake any other reasonable duties as required to support the work of the Trust.