

Job Description



Job Title:	Conservation & Environment Officer (Maternity Cover)
Department/Section:	Rare Breeds Centre
Reports to:	Farm & Attraction Manager
Principal Contacts:	<p>Volunteers Work experience students Service users Schools and Colleges Wildlife conservancy organisations (myriad) e.g. Kent Wildlife Trust, Kent Bat Group, Kent Mammal Group etc. Contractors Suppliers Governmental advisory bodies e.g. Natural England SU Care support staff Head of Property and Infrastructure ICT Co-ordinator Property, Project & Maintenance Manager Estates staff Trusts and Foundations Fundraiser Volunteer Co-ordinator Front of House and Admissions Manager Marketing and Events Manager Visitor Engagement Coordinator Plants and Produce team Shop assistants School children, college students and other visitors to the RBC</p>
Job Purpose:	<p>To take a lead role in the maintenance of the conservation of the farm environment, advising the Farm & Attraction Manager on conservation and environmental issues and taking a hands-on role in undertaking required relevant tasks. To take part in the delivery of educational activity sessions to school groups, the general public (adults and children) and other external bodies about all aspects of the farm, but especially conservation and environmental issues. Helping to ensure the smooth, safe and efficient functioning of the visitor attraction including participating in all activities, events, displays and presentations to the public, as and when required. To team work with the RBC team and to multi-task by covering other roles as required.</p>
Responsible for:	<p>People: Volunteers, SU's, work experience</p> <p>Finance: Nil overall but is responsible for small scale project related funds as required.</p> <p>Other physical resources: Conservation equipment – chainsaws, trimmers, specialist wooden signage creation equipment, wildflower meadow, hedges, woodland etc</p>

Main Duties and Responsibilities:

(This list is intended to define the main duties and responsibilities that are required to be undertaken by the post holder and is not a comprehensive list of all duties that may be required from time to time)

1. To take primary responsibility for the implementation of long term conservation management plans for the farm site, undertaking appropriate site surveys, and advising the Farm & Attraction Manager on possible conservational implications of any future plans for the attraction as appropriate.

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2. To take a 'hands on' role in the general conservation and development of the RBC including hedgerow, tree and wildflower pasture management (including clearing, replanting, cutting etc.); pond and watercourse management and similar conservation and environmental work on the RBC site, using appropriate tools including chainsaws, strimmers, herbicides and to use the RBC quad-bike and it's ancillary equipment.
3. To keep up to date with and work within all current legal obligations related to conservation and ecology e.g. Wildlife and Countryside Act, and advise the F&AM accordingly.
4. To work alongside relevant external bodies and individuals, such as neighbours, Kent Wildlife Trust, Kent Bat Group and many others, for the benefit of the RBC, and to contribute to a co-ordinated approach to wildlife and habitat management in the local area.
5. Responsible for the practical management of Rainbow Wood, a large area of managed woodland, as part of the long term conservation management plan.
6. To assist in the delivery of educational programmes for the whole farm attraction, , delivering conservation and ecology presentations to groups, supervising pond-dipping (if licensed) and other relevant activities etc.
7. To comply with the Trust's Health and Safety guidelines ensuring, promoting and maintaining public and animal safety and hygiene at all times, creating risk assessments as required. Reporting/rectifying faults and problems as necessary to the Farm and Attraction Manager or delegated supervisor.
8. As part of the role regular and varied conservation and environment projects are undertaken and managed, which demand and include co-ordination, direction and supervision of staff, volunteers (individual and corporate), work experience students and other individuals/groups.
9. To undertake the writing of detailed reports, articles and other computer work as required, including copy for external publication, compulsory reports to external bodies to meet legal requirements.
10. To work creatively and innovatively to help to develop new attractions/features for our visitors not just appropriate to the woodland setting, but in addition to work alongside the farm team in the design and creation of major high quality seasonal event attractions e.g. Halloween, Christmas and Easter, including organising events appropriate to the role.
11. To act as the Trusts' sole in house Tree Safety Surveyor across the Highlands Farm site, and advise on other properties owned by the Trust as required if suitably qualified.
12. Maintain accurate records as required, across all aspects of the post holder's varied responsibilities.
13. To ensure that all conservation specific machinery and equipment is maintained in good, serviceable and safe order.
14. To partake in one-off activities that may require out of normal hours working and to attend meetings and training as required.
15. To provide excellent customer service to visiting public at all times.
16. To assist in the supporting and guiding of service users who choose the farm for their training/occupation ensuring that they adopt safe working practices on the farm at all times.
17. To work within the Industry Code of Practice for Farm Park Attractions.
18. To drive appropriate vehicles on and off site as required. This can may include basic tractor work with ancillaries, Quad bike with ancillaries and Transit van.



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19. To assist the Farm & Attraction Manager in the smooth running of the Centre, as a farm, visitor attraction and life skills provider, this may include volunteers, managing contractors, meeting visitor needs of the day, Assisting with preparation and delivery of all activities, events, displays and presentations to the public, as and when required. To promote the R.B.C and C.O.T through interaction with visitors to the attraction.
20. To team work and work flexibly, multi-tasking within the RBC team and to develop a basic knowledge of animal management and other tasks on the RBC to be able to cover as required.

Additional Information



Driving:

There is a requirement for the post holder to drive in order to fulfill the requirements of the role. This may involve driving a COT car, Tractor & Trailer, Quad Bike, Van and other ancillary equipment. Driving license details will be required and reviewed on an annual basis.

Variation to Usual Working Hours:

There is no requirement for the post holder to participate in an 'on-call' rota. However, they may occasionally be required to work outside of their usual working pattern/hours in order to attend to animal welfare needs, external meetings, supplies/deliveries, training or external events and open days.

Display Screen Equipment Usage:

The post holder is regularly required to work with display screen equipment (VDU, computer workstations, laptops, touch screens etc.) as part of their normal working day.

Lone Working:

There is a requirement for the post holder to lone work during the course of the working day.

Night Workers:

The post holder is not regularly required to work between the hours of 11pm and 6am for at least 3 hours as part of their normal rostered duties.

First Aid:

There is a requirement for the post holder to be a qualified first aider and appropriate training will be offered and maintained.

Physical Effort:

- Frequent (daily) high physical effort is required for this role throughout the day.
- Frequent exposure to repetitive movements such as lifting, bending, reaching, crouching, walking, carrying, standing, kneeling, loading/unloading, moving equipment/stock, working in restricted spaces and outdoors.
- Frequent driving and travelling required.

Mental Effort:

- Frequent periods of concentration are required when dealing with customers, service users, animals; interpreting information, communicating, record keeping and administration tasks.

Emotional Effort:

- Maintaining a positive attitude when dealing with stressful or emotional situations.

Person Specification



Job Title:	Conservation & Environment Officer		
Department:	Rare Breeds Centre		
Reports To:	Farm & Attraction Manager		
Specification Headings	Essential	Desirable	How to Assess
Experience: (Duration, type & level of experience necessary)	<p>Minimum of 4 years' work experience in a similar role (or degree level education pertaining to Conservation / Environment).</p> <p>Experience of co-ordinating and supervising volunteers/work experience students and other individuals/groups.</p>	<p>Presentation and customer service experience in a similar countryside/animal based attraction.</p> <p>Experience of working with adults with learning disabilities.</p> <p>Experience of working with, and handling, a wide range of small and large farm livestock.</p> <p>Experienced in tractor skills, including ancillaries, fore loader and trailer work.</p> <p>Managing and delivering educational programmes</p>	<p>Application Form</p> <p>Interview</p> <p>References</p>
Qualifications: (Number, type, level of qualifications. Equivalent experience, if appropriate)	<p>Degree level education pertaining to Conservation/Environment (or minimum of 4 years' work experience in a similar role)</p> <p>Chainsaw certificate CS30/31</p> <p>Herbicide & Pesticide Sprayer Certification (PA1 & 6A)</p> <p>ATV 4X4 Certification</p>	<p>First Aid at Work Cert.</p> <p>Certification in the handling of protected species e.g. Great Crested Newts, Dormice etc.</p> <p>Tree safety surveying e.g. Tree Inspection Training Course.</p> <p>CEVAS accreditation.</p>	<p>Application Form</p> <p>Proof of award</p>
Skills, Knowledge & Aptitude:	<p>Excellent IT skills – Word, spreadsheets, database, Outlook.</p> <p>Competent with Quad and trailer.</p> <p>Manual handling techniques</p> <p>Sound knowledge of handling and maintenance of conservation tools.</p> <p>A good knowledge of species ID and surveying techniques and use of associated equipment.</p> <p>Good knowledge of nature conservation management techniques.</p> <p>Excellent customer service skills.</p> <p>Excellent communication skills across all areas including written work suitable for use as copy.</p>	<p>Health and Safety at Work.</p> <p>Good record keeping.</p> <p>Proficient and safe use of farm machinery.</p> <p>Knowledge of the National Curriculum requirements for Key Stages 1 & 2</p>	<p>Application Form</p> <p>Interview</p> <p>Relevant Certificates</p>
Personal Qualities and Behaviours:	<p>Adaptable, flexible, self-motivated.</p> <p>Good use of initiative.</p> <p>Organised</p> <p>Attention to detail</p> <p>Confident at speaking and interacting with the public and children.</p> <p>Patient.</p> <p>Calm under pressure.</p> <p>Excellent customer service skills.</p> <p>Friendly and approachable.</p> <p>To be able to work alone & as part of a team.</p>	<p>Good problem solver</p> <p>Good people management skills.</p> <p>Creative and innovative.</p>	<p>Interview</p> <p>References</p>

Person Specification



<p>Other Requirements: (factors which are ideally required for an individual to carry out the full duties of the job)</p>	<p>Ability to be flexible in hours, including weekends.</p> <p>Required to drive tractor & trailer, quad bike & trailer and transit van.</p> <p>Initial and ongoing clear criminal records check (obtained by the Trust initially upon offer).</p> <p>Able to demonstrate compassion and empathy for the people we support.</p>		<p>Interview</p> <p>Appropriate documentation</p>
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