

Job Application Pack for Access Improvement Officer

The Job

Warwickshire Wildlife Trust is advertising for an **Access Improvement Officer**. This is a full-time role to fulfil our exciting programme of access improvements as part of the Tame Valley Wetlands Landscape Partnership Scheme, supported by the National Lottery through the Heritage Lottery Fund.

Please demonstrate how you meet all of the essential criteria and as many of the desirable criteria as possible listed in the person specification below.

The Candidate

We are seeking an enthusiastic and motivated individual to deliver and promote physical access improvements and responsible recreational opportunities across the Tame Valley Wetlands landscape.

The post requires the ability to effectively manage a busy workload and good communication skills, as you will be required to liaise with landowners, contractors and the community to resolve problems and ensure compliance with statutory requirements.

You should have practical skills and relevant experience in habitat management and path maintenance, be passionate about working with volunteers, and comfortable working in a small team as well as independently.

Although based near Coleshill in North Warwickshire, you will be working across the landscape between Birmingham and Tamworth. As such you will need access to a vehicle (mileage will be reimbursed) and will be happy working in all weather, on nature reserves and in the countryside.

Please see the Job Description and Person Specification below for more information.

Warwickshire Wildlife Trust

Warwickshire Wildlife Trust was established in 1970 and now manages 61 nature reserves, covering over 800 hectares, has over 23,000 individual members, over 20 corporate members and over 700 volunteers. The Trust is the largest local conservation charity working across Warwickshire, Coventry and Solihull. Our main purpose is to promote the interests of wildlife, wild places and the natural environment for the wider benefit of society, people and local communities. Further information: www.warwickshirewildlifetrust.org.uk.

The Tame Valley Wetlands Landscape Partnership Scheme

In 2014 Warwickshire Wildlife Trust, as lead partner on the Tame Valley Wetlands Landscape Partnership (TVWLP), was awarded £1.7 million funding from the Heritage Lottery Fund (HLF) to deliver the Tame Valley Wetlands Landscape Partnership Scheme (TVWLPS) at a cost of a £2.5 million until mid-2018. The remaining costs will be funded by partners, through cash contributions and in-kind support, with the remaining funding to be secured by the TVWLP during the scheme. The scheme covers a 104 km² area of the Tame Valley between Birmingham and Tamworth, in North Warwickshire and south-east Staffordshire.

The scheme vision is *to create a wetland landscape, rich in wildlife and accessible to all*. To achieve this vision, four aims have been identified, which are to:

1. **Conserve, enhance and restore built and natural heritage features** in order to improve the fragmented and degraded landscape of the Tame Valley. Emphasis will be given to linear features such as the River Tame and its floodplain, the canal corridor and historic hedgerows.

2. **Reconnect the local community with the Tame Valley landscape and its heritage** by engaging and involving people of all ages, backgrounds and abilities with their local green spaces, sites of heritage interest and the conservation and restoration of these places. Emphasis will be given to engaging hard-to-reach groups, community-led initiatives and delivering events and activities.
3. **Improve access and learning for local people** – both physical access on and between sites and intellectual access on and off site through a range of resources. This includes development of the 'Tame Way', themed trails, and a Gateway to the Tame Valley interpretation centre and website.
4. **Provide training opportunities for local people** by offering taster sessions, short courses, award schemes and certificates in a range of heritage and conservation topics, in order to increase the skill and knowledge levels within the local population and provide a lasting legacy.

This scheme has been made possible thanks to generous funding from HLF and the TVWLP. The Partnership is made up of 18 organisations, including the Canal & River Trust, Environment Agency, North Warwickshire Borough Council, RSPB, Staffordshire Wildlife Trust, Warwickshire County Council and Warwickshire Wildlife Trust (lead partner).

Further information: www.discovertamevalley.com.

Selection and Assessment

Please submit a completed application form to reach us by:

11pm on Sunday 22nd November 2015.

Please send both the application form and equal opportunities monitoring form either via email to sarah.devenport@wkw.org.uk or by post, marked 'Private and Confidential', addressed to:

Sarah Devenport (Job Application - Tame Valley Wetlands),
Warwickshire Wildlife Trust,
Brandon Marsh Nature Centre,
Brandon Lane, Coventry CV3 3GW.

Candidates who appear to best meet the job role will be invited to attend an interview at the Scheme's office located near Coleshill in North Warwickshire.

Interviews will take place on Monday 30th November 2015.

We recommend that applicants pay particular attention to demonstrating how they meet the person specification on the application form.

For more information, please contact Tim Haselden, Scheme Manager on 01675 470 917 or email tim.haselden@wkw.org.uk.

Appointments

All our offers of employment are made subject to some pre-employment checks including: satisfactory references; eligibility to work in the UK; checks on relevant certificates and qualifications.

Salary

The salary will be £19,788 *per annum* for 2.5 years (fixed-term contract). Employees are paid monthly in arrears by credit transfer into a bank or building society account.

Hours of work

This post is full-time, based on a 35 hour week.

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 Time Off In Lieu (TOIL) will be given.

Location

The post will be based at the Tame Valley Wetlands, Hams Hall Environmental Centre, Hams Hall Distribution Park, Near Coleshill, North Warwickshire B46 1GA. The role will involve regular travel across the Tame Valley Wetlands Scheme Area (between Birmingham and Tamworth) and lone working.

Holiday entitlement

Full-time employees are entitled to 25 days holiday per year (plus bank holidays).

Pension

Employees are entitled to join the Warwickshire Wildlife Trust Stakeholder Pension Scheme after 3 months employment. Scheme members enjoy a range of benefits.

Notice

If you are employed and choose to leave the post, you will be required to give 4 weeks' 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 CVs cannot be accepted and will not be considered if submitted without a completed application form.

Responding to applications

Thank you for showing an interest in this job and for taking the time to apply. Unfortunately due to administration costs borne by the charity, we regret that only shortlisted candidates will be contacted. If you have not heard from us within two 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.

Please see below for the Job Description and Person Specification.

Access Improvement Officer Job Description and Person Specification

a) Job Description

Accountable to:	Scheme Manager and Lead Partner (Warwickshire Wildlife Trust).
Location:	Hams Hall Environmental Centre, Near Coleshill, North Warwickshire B46 1GA, with travel across the Tame Valley Wetlands Scheme Area between Birmingham and Tamworth.
Salary:	£19,788 <i>per annum</i> (WWT Grade 2c).
Liaison with:	Scheme team, partner organisations, statutory bodies, landowners, local community groups, volunteers, contractors.
Responsible for:	Access projects and budgets (Programme C), allocated volunteers and trainees, tools and equipment, ensuring compliance with all health and safety risk assessments, guidance and legislation.
Hours:	Full time (35 hours per week); Fixed-term contract (2.5 years); The post requires flexible working and will involve some evening and weekend working, for which Time Off In Lieu will be given.

Job Purpose and Key Responsibilities

- To work with various stakeholders, individuals and groups (as outlined above) to identify, coordinate, deliver and promote **physical access improvements** and responsible recreational opportunities across the Tame Valley Wetlands landscape.
- To **engage and coordinate volunteers** and volunteering opportunities to assist in the delivery of access improvements. This will involve regularly leading volunteers on **practical work parties**, which will include **habitat management** on nature reserves and in the wider countryside.

The key responsibilities for this role are listed below:

i. Access:

- Identify and assess barriers to access, proactively working with landowners, partners, local communities and other stakeholders to find solutions.
- Improve physical access on the ground (e.g. maintaining footpaths, constructing boardwalks, managing vegetation, etc.), working effectively with contractors and volunteers.
- Create circular / themed walks across a varied landscape, utilising existing Rights of Way and permissive routes, and linking these together to create a long distance footpath, consisting of an interconnected network of access routes and heritage sites.
- Promote responsible and inclusive access and recreation in urban and rural settings, enabling users to positively explore a diverse and hidden landscape.
- Plan and implement habitat management and practical access improvement work, including the selection and management of contractors where appropriate.

- Ensure that all practical work is of an excellent standard, sustainable and compliant with statutory requirements.

ii. Development of volunteers:

- Provide inspirational leadership and management to volunteers by encouraging volunteers and groups to become fully involved with the process of planning, organising and implementing access improvements.
- Ensure that volunteers and groups within local communities are recruited to provide assistance and advice.
- Take an active lead in the coordination, delivery and management of volunteer work parties.
- Work with colleagues to coordinate volunteering and training activities linked to access.

iii. Resources:

- Work with partners and colleagues to secure funding to develop existing and new access improvement projects.
- Take responsibility for the maintenance of all allocated materials, tools, equipment and vehicles.
- Establish a sustainable access-focussed steering group.
- Encourage, facilitate and coordinate research into the heritage of the landscape (linked to access) by local people and educational establishments.

iv. Project management:

- Work with the Scheme Manager to tender contracts, ensuring agreed procurement procedures and limits are followed.
- Effectively manage workload to ensure work is delivered safely, on time and within agreed budgets.
- Prepare, manage, monitor and control delegated project budgets; reporting on progress in an accurate and timely manner.
- Keep accurate records of work undertaken. Prepare progress reports as required and contribute to the monitoring and evaluation of the scheme in line with funding requirements.

v. Communications:

- Working with colleagues and partners, ensure that excellent communications are developed and maintained with the local community and maximise community involvement and consultation.
- Support the development and implementation of the scheme's communications plan, including representing the scheme in the media and preparing and giving presentations to promote agreed messages.
- Contribute to the production of interpretive materials to engage and inform visitors about the landscape and how to access it.
- Foster excellent communications internally and externally and work with the scheme team and other officers; seeking their involvement and offering reciprocal specialised support.

vi. Health & Safety:

- Observe Warwickshire Wildlife Trust's (WWT) policies at all times including the Health & Safety Policy, undertake Risk Assessments for sites and activities, COSHH assessments and adherence to WWT's Safeguarding Children and Vulnerable Adults Policy and Volunteering Policy. Ensure that all records are kept and assessments are reviewed within required timescales.
- Manage contractors and contracts in line with Health & Safety policies and the Construction (Design and Management) Regulations 2015 (CDM) to deliver projects safely.

- Work with colleagues to organise training and development programmes for volunteers and groups, keeping record logs and timetabling refresher training as needed.
- Ensure that all First Aid and safety equipment is maintained and properly used.
- Take reasonable care for the health and safety of themselves and of others who may be affected by their acts or omissions at work.

vii. Other duties:

- To work at all times within WWT's Equal Opportunities Policy and to promote equal opportunities.
- Undertake any other duties, as appropriate to the post, as delegated by their Line Manager.
- All employees are expected to work within the terms of their Contract of Employment and adhere to Trust and Scheme policies and values.

The list of tasks shown above is not exclusive nor does their order indicate the priority attached to them. Situations may arise that require the post holder to perform other duties or tasks as may be reasonably requested by the Trust.

The post holder may be subject to an enhanced DBS Check. On occasion the post holder will be expected to work alone following Health and Safety guidelines.

b) Person Specification

Experience	Essential	Desirable	Assessment
Project management and overseeing budgets	✓		Application & Interview
Engaging with landowners / stakeholders	✓		Application & Interview
Working with volunteers and leading work parties	✓		Application & Interview
Practical countryside management and access improvement work	✓		Application & Interview
Managing contractors / consultants		✓	Application & Interview
Creating / promoting circular and themed routes		✓	Application & Interview
Delivery of grant-funded projects		✓	Application
Working on a nature reserve / urban fringe		✓	Application
Knowledge	Essential	Desirable	Assessment
A relevant degree or 1 years' equivalent experience working in a related field	✓		Application
Barriers to accessing countryside / open spaces	✓		Application & Test
Inclusion and access for all	✓		Application
Current Health & Safety Regulations, Risk Assessments and legislation	✓		Application & Interview
Nature and/or heritage conservation	✓		Application & Interview
Monitoring and evaluation techniques		✓	Interview
Skills	Essential	Desirable	Assessment
Good organisation / time management	✓		Application & Interview
Effectively engaging with a broad cross-section of the community, including recruitment of volunteers	✓		Application & Interview
Problem solving	✓		Application & Interview
Safe use of tools and equipment for habitat management and practical access improvements	✓		Test
Navigation / map reading (to create accurate routes)	✓		Test
Competent in Microsoft Office	✓		Application
Full UK driving licence and access to own transport	✓		Application
Effective communicator	✓		Interview
GIS mapping software		✓	Application
First Aid at Work Certificate		✓	Application
Personal Qualities	Essential	Desirable	Assessment
Enthusiasm and ability to maintain self-motivation	✓		Interview
Team player	✓		Interview
Adaptable / flexible	✓		Interview
Attention to detail	✓		Application
Good general fitness to access difficult terrain	✓		Interview