

# JOB DESCRIPTION

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## I. IDENTIFICATION OF JOB

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<b>JOB TITLE</b>	:	Volunteer Trainee East Reserves Officer
<b>FUNCTION</b>	:	Reserves
<b>RESPONSIBLE TO</b>	:	Reserves Officer
<b>SIGNIFICANT RELATIONSHIPS</b>	:	Reserves Managers
<b>RESPONSIBLE FOR</b>	:	Volunteers where required

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## 2. OVERALL PURPOSE OF JOB

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To deliver work programmes across CWT Nature Reserves directly through practical work, working alongside the Reserves Officers and Assistant Reserves Officers.

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## 3. MAIN RESPONSIBILITIES

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1. Deliver work on Cornwall Wildlife Trust Nature Reserves as directed by the Reserves Officers and the Reserves Managers.
2. Follow and maintain established systems for work setting, work recording and health and safety.
3. Maintain tools, vehicles and equipment to ensure efficiency and safety
4. Carry out conservation work on land beyond the CWT estate as required.
5. Act according to the Trust's health and safety policy and ensure that contractors act according to the policy.
6. In order for the organisation to work effectively you may be required to assist with other areas of work and therefore you should be prepared to undertake other duties appropriate to the post, as delegated by your line manager.
7. All staff are required to abide by organisational policies and procedures.
8. Some of this work may be required to be performed out of normal office hours of the Trust.

# JOB SPECIFICATION

- Working within a team sharing resources where communication and planning are essential.
- Representing the Trust to outside organisations and individuals.
- Maintaining a constant awareness of risk management on site, and the ability to carry out dynamic risk assessments.
- A problem-solving attitude, with an understanding of how this is applied in a working countryside environment.
- A respect and understanding of equipment and how it should be maintained.
- A broad range of countryside management practical skills.
- A motivation to produce work outputs to the best possible standards in varying circumstances.
- A strong motivation to improve habitats for wildlife.
- A strong motivation to contribute to nature's recovery.

# PERSON SPECIFICATION

**JOB TITLE** : Volunteer Trainee East Reserves Officer

**FUNCTION** : Reserves

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

Area A	EXPERIENCE	ESSENTIAL	DESIRABLE
	• Experience of working in a countryside environment		✓
	• Experience of maintaining high safety standards	✓	
	• Experience of a broad range of countryside management skills		✓
	• Experience of problem solving in the field		✓
Area B	KNOWLEDGE		
	• Knowledge of principles of habitat management for wildlife		✓
	• Basic knowledge of and interest in British wildlife		✓
Area C	SKILLS		
	• Application of Health & Safety procedures		✓
	• Qualification in Tractor Driving		✓
	• Chainsaw qualified to NPTC 201,202 & 203 (or CS30 & 31)		✓
	• Countryside furniture construction		✓
	• Livestock fencing		✓
	• FMOC level 2 award in Forest Machine Operations: • Base Machine (Tractor) and Forwarder		✓
	• Driving licence		✓
	• Machinery maintenance		✓
Area D	PERSONAL QUALITIES		
	• Enthusiasm, self-motivation and problem solving	✓	
	• A strong work ethic - prepared to carry out sometimes repetitive work for full days for long periods	✓	
	• A commitment to high standards of work and attention to detail	✓	
	• Commitment to wildlife conservation		✓
	• Willingness to work in all weathers	✓	
	• Willingness to undertake further training	✓	