

JOB DESCRIPTION

JOB TITLE: Wayland Wood Warden

TEAM: Nature Conservation Team

PRESENT POST HOLDER: Vacant

PREPARED BY: SC, KH

DATE: December 2024

OVERALL PURPOSE OF THE JOB:

Working as part of the NWT Woods and Heaths team, this new role will be a regular public-facing presence at Wayland Wood and will increase and improve visitor understanding through on-site engagement as well as general wardening duties.

REPORTING TO:

Woods and Heaths (W&H) Reserves Manager

REPORTING TO JOB HOLDER:

Reserve volunteers

OTHER WORKING RELATIONSHIPS:

Within the organisation:

Nature Conservation Area Manager East, Reserves Assistants W&H other Nature Conservation team fieldstaff and HQ staff, Director of Nature Conservation, Grazing team members. Voluntary Wardens.

Outside the organisation:

Fieldstaff of Natural England, Forestry Commission, Environment Agency and other Statutory bodies, NGO's , general public, reserve visitors, local landowners, contractors, utility operators and emergency services.

MAIN DUTIES:

1. Wardening:

Increase visitor engagement at NWT Wayland Wood, by establishing a public-facing, on-site wardening presence, building a rapport with regular users. Ensuring that existing and new visitors to Wayland Wood are well-informed and enjoy a positive visitor experience.

Wardening tasks will regularly involve:

General patrolling of the nature reserve to provide a regular NWT site presence.

Litter picking.

Speaking to visitors about NWT rules and policies, in particular the no dogs policy at Wayland Wood.

Recording and reporting anti-social behaviour.

Locking/unlocking site entrances.

Checking, recording and reporting on site infrastructure.

Livestock checking (seasonal), livestock water provision.

As directed by the W&H Reserves Manager, assist the NWT Monitoring Officer with wildlife monitoring and recording at Wayland Wood.

2. Public Engagement:

Undertake informal, proactive, informative engagement with Reserve visitors to raise awareness of sensitive habitats and species at Wayland Wood to establish it as a site that is valued within the local community primarily for its wildlife. Encourage positive interaction of visitors with the site and promote its considerate use (e.g. respecting the no dogs policy at the site).

Undertake guided walks from time to time for visitors and staff.

3. Record Keeping, Health and Safety and Monitoring:

To keep records of incidents or concerns, reporting these promptly to the Woods and Heaths Reserves Manager.

To check safety and condition of visitor infrastructure and site infrastructure as per NWT's standard procedures and timeframes.

Work in accordance with the Trust's Health and Safety Policy and contribute to the maintenance of a safe and healthy environment.

4. NWT policies

Ensure all NWT policies and procedures are adhered to by visitors and staff members

5. Other duties:

Promote the work of the Trust whilst undertaking the above duties, and recruit new members at every opportunity.

Attend training courses and pursue further personal development related to setting of annual appraisal objectives.

Undertake other ad hoc duties as reasonably requested by and/or agreed with the Woods and Heaths Reserves Manager.

ESSENTIAL REQUIREMENTS

1. Able to communicate effectively with people from a wide range of backgrounds.
2. A flexible and pragmatic approach to work.
3. Able to undertake regular patrols, often in difficult terrain and in all weather conditions.
4. An interest and basic understanding of wildlife conservation issues.
5. Self motivated and able to work well both in a team and individually.
6. Ability to maintain confidential information.
7. Willing to undertake training as required.

8. Able to develop a good knowledge of NWT and its work.
 9. May be required to complete a DBS check if working with vulnerable adults or children.
 10. Good health and safety awareness.
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Desirable

1. Current driving licence.
 2. Relevant first aid qualification.
 3. Ability to supervise volunteers
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OTHER RELEVANT FACTORS OF THE JOB:

- May be expected to work unsocial hours. Additional time worked may be taken as time off in lieu
 - Infrequently expected to use own transport on Trust business.
 - Must be prepared to work outside all year round depending on weather conditions
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LIMITS OF AUTHORITY:

- Purchase items up to specified limit (after agreement with W&H Reserves Manager)
 - Signs worksheets/time sheets for contractors as required
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CONDITIONS OF SERVICE:

See Contract of Employment

The post holder will work an average 2 days (15 hrs) per week.

Any work undertaken outside normal hours must be agreed in advance with the Woods and Heaths Reserves Manager.

NWT pays a mileage rate for essential use of own car on Trust business. Mileage rates will apply if postholder exceeds mileage from home to Wayland Wood work centre.

The post holder will be entitled to 10 days holiday per annum, plus bank holidays.

Staff are entitled to 25 days holidays, rising by one day a year to a maximum of 30 days plus bank holidays (pro-rata for part-time staff)

HEALTH AND SAFETY

A risk assessment has been carried out for this post.

The main risks identified for this post are:

Lone working

