

JOB DESCRIPTION AND ROLE SPECIFICATION

Ponds Officer

ROLE PURPOSE

NWT has a bold new vision to restore over 1000 ponds by 2050. This vision is supported by our partners, the Norfolk Pond Project, and focuses on farmland ponds and pingos.

The purpose of this role is to contribute to our efforts to accelerate nature's recovery across Norfolk by providing key advice and encouragement on pond management and restoration to farmers and landowners, inspiring them to adopt land management practices which recover nature at a landscape scale. The Ponds Officer will work with team members to design and implement projects to recover nature at a landscape scale through effective partnerships.

The role will work in collaboration with farm clusters, Landscape Recovery Projects, catchment partnerships and key landowners, creating and delivering Trust led landscape scale nature recovery projects.

REPORTING TO:

Wilder Landscapes Manager

LINE MANAGEMENT OF THE FOLLOWING ROLES:

No direct line management, but this role may manage project staff and volunteers as required by the Wilder Landscapes Manager.

OTHER WORKING RELATIONSHIPS

Within the organisation

Directors, managers, staff, trustees and volunteers as well as staff at all levels as appropriate to the role. The role will work closely with our Engagement and Nature Conservation teams.

Outside the organisation

The Officer will work closely with the Norfolk Ponds Project, plus staff within other statutory agencies and voluntary organisations, landowners, community groups and conservation related external groups.

MAIN DUTIES

Advisory and Project work

- Develop, manage and deliver NWT's pond programme to ensure that it meets key targets / performance indicators. Undertake relevant aspects of project management, including work planning, liaising with partners, engaging contractors and running multiple small restoration projects.
- Provide advice to farmers & landowners on pond management and recovery, habitat management, restoration and creation, and improvement of ecological connectivity, making use of green finance initiatives, ELMS and nature-based solutions at a landscape scale.
- Identify new landowners and farm managers which the Trust can advise or support in the management of wildlife friendly farming and land management practices.
- Manage our relationship with groups of farmers and land managers, relevant stakeholders and partners to encourage and inspire changes in land management.

- Support farm businesses to enter schemes within ELMS and facilitate the use of other capital grants & green finance which enable nature recovery and sustainable farming practice as appropriate.
- Engage with initiatives and partnerships to deliver NWT strategic goals (e.g. Landscape Recovery Projects, farm clusters, catchment partnerships).
- Manage projects and develop new projects promoting nature recovery, habitat restoration and species recovery, ensuring they are delivered on time, cost and quality.
- Support the collation of information, evidence and best practice management guidance to underpin projects, decision making and delivery on the ground.
- Deliver a professional service to paying clients, including farm advice, monitoring & auditing of schemes, working closely with our consultancy service.

Partnership and Collaborative working

- Model collaboration across and outside the organisation, including (but not limited to):
 - Close working with the Norfolk Ponds Project is integral to this role and will include developing and delivering joint projects, co-hosting training courses and supporting dissemination of research, ensuring a high and consistent standard of pond management across Norfolk.
 - Working closely with the other teams within and outside the directorate to present an integrated offer to farmers and landowners outside the Trust.
 - Working with the fundraising team and projects team to support the development of, and fundraising strategies for, new multi-stakeholder landscape-scale initiatives for nature's recovery
 - Working with other teams, support and build effective partnerships for nature's recovery with landowners in particular but also other key actors.
- Work collaboratively with other members of the Nature Recovery Directorate to achieve nature recovery and restore ecological connectivity.
- Represent NWT at meetings with external bodies to promote and develop Nature Recovery through land management change and Living Landscapes.
- Contribute as appropriate to PR and publicity associated with work areas.
- Keep abreast of local, regional, national and international issues affecting wildlife in Norfolk as well as issues and initiatives across The Wildlife Trusts movement.

Surveying and Best Practice

- Utilise GIS mapping tools to create appealing and easily understandable visualisations of agricultural and conservation data and opportunity mapping.
- Organise and co-ordinate on the ground surveys where appropriate.
- Develop and deliver a programme of activity to disseminate best practice habitat management, toolkits and guidance to land managers and to communities working with the Trust's Engagement Team.

Finance & Resource Management

- Ensure that all organisational policies and procedures are understood and complied with, paying particular attention to Health and Safety procedures and guidelines;
- Manage and oversee project budgets responsibly and in line with our financial policies and procedures.

PERSON SPECIFICATION

Essential:

- Degree level or equivalent or proven experience in an ecological and/or land management discipline.
- Proven experience of advising farmers, landowners and their representatives, including the use of ELMS and other relevant schemes and funding sources.
- A demonstrable ability and attitude to work corporately and cooperatively to build and maintain effective partnerships and relationships with stakeholders and partners and with colleagues within the organisation.
- Excellent understanding and technical knowledge of ecology and wildlife conservation issues and methods as they apply to Norfolk's wildlife habitats, particularly those outside nature reserves and designated sites.
- Ability to organise and run surveys, workshops and training with a variety of audiences and at a range of knowledge levels, inspiring others and building engagement.
- Development, management and delivery of projects on time and within budget.
- Excellent interpersonal skills and proven experience in key relationship building;
- A high level of competence in the use of GIS and other relevant IT systems.
- Good numeracy and budgeting experience in the compilation and coordination of project budgets.
- Good written and oral presentation skills and experience, including the ability and confidence to engage a variety of audiences, press and media.
- Strong organisational and administrative skills.
- The ability to work within a team and independently on own initiative.
- Willing to work unsociable hours including occasional evening and weekend work
- A strong commitment to nature conservation and the work of Norfolk Wildlife Trust.
- Current full driving licence

Desirable

- Knowledge of nature-based solutions, green finance and natural capital markets
- Habitat management, restoration and creation experience
- Pond management or restoration experience
- Project management experience and / or qualifications

LIMITS OF AUTHORITY

Raise purchase orders and commit expenditure to agreed limits.

Keep confidential records including landowners' and volunteers' personal information

HEALTH AND SAFETY

Attached with contract.

RISK ASSESSMENT

Provided with employment contract. Reviewed annually as part of Annual Performance Review.