

THE WOODLANDS FARM TRUST

Charity Registration No: 1051680

Wildlife Officer

An exciting opportunity has arisen for a Wildlife Officer at The Woodlands Farm Trust, a conservation project set in 89 acres of sustainably farmed land in South East London. The successful applicant will co-ordinate the protection and promotion of biodiversity on Woodlands Farm. S/he will work with local communities and volunteers to provide training, increase awareness of the farm's biodiversity and local conservation priorities, inspiring local communities to become actively involved in protecting the environment. These aims will be achieved through conducting baseline surveys of the farm's biodiversity and establishing a sustainable long term monitoring and management programme.

The Wildlife Officer will work with the farm's Project Manager, Education Officer and many volunteers. This post is funded by the Heritage Lottery Fund for one year.

Closing date for applications 27 January 2012.

Job Description

Contract: 1 year

Full time: 37 hours per week

Salary: £27 862

Main Role and Responsibilities

- To create and maintain partnerships with GigL and other London conservation organisations.
- Create a programme of biological surveys.
- Invite community and local groups to participate in on-farm surveys and practical habitat maintenance.
- Develop a programme of night walks and activities.
- Research opportunities for volunteer training in conservation techniques.
- Co-ordinate an ongoing monitoring programme for indicator and protected species.
- Work with the farm manager to advise best practice in managing habitats for wildlife.
- Devise and initiate new education projects, taking a leading role in their management and ensuring their successful conclusion.
- Together with the Project Manager, manage volunteers to ensure that both volunteers and the Farm benefit from farm conservation activities.
- Provide new educational resources using previous educational experience.
- Teach visiting school and community groups about conservation, environmental issues and countryside matters.
- Liaise with a wide variety of educational organisations and civic bodies as well as local community groups and volunteers.
- Administer the Education Department budget and grant budgets.
- Designated Safeguarding Officer.
- Research and initiate funding applications.
- Additional duties, including occasional weekend work, as required by the Trustees

Send a CV and cover letter to: woodlandsft@aol.com, for the attention of the Deputy Chair of Trustees or to The Chair of Trustees, The Woodlands Farm Trust, 331 Shooters Hill, Welling, Kent, DA16 3RP

PERSON SPECIFICATION

Key skills and knowledge

Background in conservation and sound ecological knowledge*

Teaching qualification

Knowledge of national curriculum

Able to work flexibly and under pressure*

Excellent communicator at all levels *

Able to work as part of a team, including leadership skills *

Good office skills, including Microsoft Office

Ability to maintain accurate records

Take a leading role in creating and running new projects*

Demonstrate an ability to see projects through to the end

Experience of farming

Experience

Teaching experience

Fundraising experience

Project management experience

Conservation/environment

Arts projects

Volunteer or staff management

*Essential

The position is subject to a satisfactory Criminal Records Bureau check and references showing suitability to work with children and vulnerable adults.