**ROLE DESCRIPTION AND PERSON SPECIFICATION**

**Title**: Reserves Manager

**Primary work location and working arrangements:**

Office: Margrove Heritage Centre, Margrove Park, Boosbeck, Saltburn-by-the-Sea, TS12 3BZ.

This is office and site based role, with in person line management and leadership responsibilities therefore home or remote working opportunities are limited. The working hours are 37.5 hours per week. Occasional weekends and evenings, with time given off in lieu.

**Line Manager:**

Chief Executive Officer

**Line Management responsibilities:**

Line Management of a small team consisting of Wardens and Conservation Officers within the Tees Valley Wildlife Trust Team. It will also include direct line management of some volunteer roles, and leading on your team volunteer recruitment, inductions, work parties, training /upskilling and day-to-day management of volunteers.

**Contract term**

Full time / Permanent

**Purpose of the role**

Tees Valley Wildlife Trust is a well-established and efficient organisation that delivers impact of nature conservation across 15 nature reserves and additional sites through partnerships across the Tees Valley. We are focused on delivering for people and wildlife, by improving access and protecting and improving habitats that allow nature to thrive.

The role will lead on the management of all reserves and partnership agreements, protecting and enhancing their value for nature. This will be delivered through strong and inspiring leadership and management of the Trust’s reserve-based conservation work and play a pivotal role in developing the next phase of conservation management plans, leading our adaptation to climate change and how me manage our natural assets in the future.

This role is key in leading the delivery of our Biodiversity Net Gain agreements and develop our next phase of Countryside Stewardship agreements.

**What you’ll be doing:**

1. **Provide effective management oversight for the nature reserves and natural assets.**
* Oversee the preparation and implementation of management plans for each reserve in the portfolio, with a focus on a land condition and priority species targets.
* Leading the Reserves Team to ensure all Agri-environment agreements are delivered and consents are in place, effectively delivering high quality outcomes for wildlife and site designation requirements. With full oversight of the annual cycle of habitat management tasks, as described in the reserves management plans. Organising the team to ensure critical management on reserves are carried out in a timely and efficient way.
* Take responsibility of managing the annual Reserves Team budget to support delivery of work across the financial year, with regular review to ensure efficient and effective delivery. Identify the areas where services are required and prepare tender and contract documents for contractors, supervising contractors as required to support reserve management.
1. **Provide clear leadership for the reserves staff and volunteer teams.**
* Champion the Wildlife Trusts strategy to 2030 with staff and volunteers, helping them to understand the role they play in the wider context of what we are trying to achieve.
* Contribute effectively into Leadership Team and lead the Reserve Team meetings.
* Ensure health and safety procedures are adhered to in accordance with Trust policies.
* Manage directly and provide support to the reserves team in managing contractors.
* Working with the wider team and horizon scan for projects on reserves that will help to protect and enhance the reserve network into the future.
1. **Develop the role of reserves as flagships for the Trust’s work and act as an ambassador within the local landscape and community.**
* Support the wider TVWT teams, seeking to develop the sites to enhance engagement and promote understanding and empathy for wildlife and nature conservation.
* Build on strong relationship with local partner organisations and landowners to help restore landscape biodiversity.

**What we’re looking for:**

• Significant experience of nature reserve management with excellent habitat management knowledge.

• Ability to work well with contractors, including experience of tenders and other contract documentation.

• Sound knowledge of Agri-environment schemes and delivery of Countryside Stewardship agreements.

• Proven ability to work effectively with external partners and landowners.

• Understanding of H&S related to reserve management activities.

• Experience of people management and leadership of both staff and volunteers.

• Excellent IT skills, including Microsoft 365 suite & understanding of GIS.

• Excellent written skills, with drafting management plans.

• A full UK driving licence.

**Additional Information**

• The role may require some evening and weekend working.

• The role requires the ability to drive and the use of a reserve’s vehicles. Full UK driving licence is required. Ability to operate trailers, and minibus is desirable, or willingness to undertake appropriate training.

**Inclusion**

Tees Valley Wildlife Trust is committed to an inclusive and diverse workplace where everyone is welcome. As a conservation charity, we recognise the importance of diversity in both nature and our workforce of staff and volunteers. We strive to ensure that everyone feels valued and empowered to contribute to conservation efforts.