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**About us**

Yorkshire Wildlife Trust is one of the region’s largest and oldest charities, starting life by taking on the ownership and management of Askham Bog nature reserve on the edge of York in 1946. It is one of the 46 Wildlife Trusts and the *Royal Society of Wildlife Trusts* that together collectively form *The Wildlife Trusts Partnership*. Together, they are biggest organisation in the UK working solely for nature.

Today, we employ more than 190 staff, work alongside over 900 volunteers and are supported by nearly 44,000 members. We manage over 100 nature reserves covering just over 3,000 ha of land and work with many other land managers assisting them to improve wildlife on their land. We involve people in nature conservation through the simple inspiration of visiting a Trust nature reserve, through events, environmental education and community involvement. We communicate and advocate for nature across all of Yorkshire, not least through commenting on over 400 planning applications each year.

Our mission is to ***restore wildlife by making Yorkshire wilder together.***In pursuit of ourvision where, ***Yorkshire is rich in wildlife for the benefit of everyone with more wildlife, more wild places and more people having a strong connection to nature.***

In 2020/21 we refreshed Yorkshire Wildlife Trust’s Strategy, to be bolder in our ambitions for a Wilder Yorkshire, from 2021 to 2025, we will focus on five delivery themes to:

* + Restore and Grow Wild Places;
  + Partner for a Wilder Yorkshire;
  + Create a Wilder Future;
  + Foster a One Trust culture; and to
  + Be Financially Strong and Sustainable

# Job Description

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| Job Title | Reserves Assistant – Spurn | |
| Responsible To | Humber Operations Manager | |
| Responsible towards | Contractors; Volunteers | |
| Location/Based at | Spurn Point, Kilnsea, Hull | |
| Date last updated | 7 February 2025 | |

## Main Purpose of the Role

Working alongside the Humber Operations Manager and the Reserves Officer to deliver day to day reserve management works in accordance with the National Nature Reserve Management plan and Agri-environment schemes.

Supporting wider site operations such as assisting with conservation project delivery, consenting activity and funding applications.

## Tasks and Responsibilities

* Working as part of a team to deliver practical conservation works across the reserve using a wide range of hand and mechanical tools. Conservation tasks would typically include cutting/ maintaining paths across the reserve, the removal of invasive species and hedge/ sapling planting.
* Coordinating practical task days and providing volunteer leadership where necessary
* Undertaking livestock welfare duties such as: ensuring water troughs are cleaned and topped up, undertaking daily observational wellness checks and assisting in moving animals between fields
* Supporting efforts to identify further funding opportunities to support reserve management
* Supporting the terrestrial and marine survey and monitoring programme
* Assisting the Humber Operations Manager and the Reserves Officer with formal applications to Natural England, and other relevant statutory bodies, for consent to carry out conservation management tasks on the site
* Assisting the wider on-site team in collecting data and developing narrative required to inform funding applications for Spurn National Nature Reserve
* Engaging with key stakeholders and local interest groups
* Adhering to H&S policy and undertaking works safely to ensure compliance across the site
* Supporting the wider terrestrial and marine restoration objectives across Spurn as needed

## Other

* Promote the Trust and partner organisations whenever possible.
* Demonstrate our Trust values every day behaving with courage, respect, and integrity whilst trusting others and taking responsibility for your actions at all times.
* Support and promote the Trust’s commitment to equality, diversity and inclusion.
* The Trust is committed to safeguarding and promoting the welfare of children, young people, and adults at risk and expects all staff and volunteers to share this commitment.
* Abide by all Trust policies.
* Undertake any other duties as requested by your line manager and in line with the post.

# Person Specification – Reserves Assistant (Spurn)

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| **Experience** | **Essential/Desirable** |
| Experience of habitat management | Essential |
| Experience working with volunteer groups | Desirable |
| Experience of species/habitat monitoring and recording | Desirable |
| Experience of management of invasive species | Desirable |
| Experience working with stakeholders, landowners and contractors | Desirable |
| Experience of using data analysis software (e.g. GIS, Excel etc) | Desirable |
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| **Knowledge and Skills** | **Essential/Desirable** |
| Good understanding of land management principles and practice | Essential |
| Excellent interpersonal and communication skills | Essential |
| An understanding of marine conservation practices | Desirable |
| Skilled in the safe use of a wide range of handheld and mechanical tools | Desirable |
| Good IT skills | Desirable |
| Skilled in the safe use of pesticides | Desirable |
| Knowledge of livestock handling practices | Desirable |
| **Personal Qualities** | **Essential/Desirable** |
| Self-motivated and able to manage own time | Essential |
| Strong commitment to nature conservation | Essential |
| Ability to work as part of a small team in a remote environment | Essential |
| Willingness to work with the on-site terrestrial and marine leads to develop and continuously improve conservation activity | Essential |
| **Essential Qualifications/Requirements** | **Essential** |
| Full driving licence | Essential |

## Terms and Conditions

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| Salary: | Within the range £22,741 to 24,164 per annum (pro rata if part-time) |
| Hours: | 35 working hours per week, with regular weekend working as part of a rota. As Spurn is closed only on Christmas Day, bank holidays and Christmas/New Year work may be required  Paid overtime is not available, but time off in lieu will be given for essential additional hours worked |
| Contract | Fixed Term to December 2027. A probationary period of 6 months applies, during which you will be required to complete all essential, mandatory training. |
| Flexibility: | Whilst ensuring the needs of the business and the role are met, the Trust endeavours to meet the flexible working needs of its employees. Depending on the nature of the role, the Trust offers hybrid working (a mix of office and at home). |
| Holidays: | You are entitled to 27 days holiday per year inclusive of statutory public holidays, and you may be required to work on some bank holidays for which time off in lieu will be given. All leave entitlement is pro rata for part time employees. |
| Pensions: | You may be eligible to be auto enrolled into the Trust’s pension scheme. Terms of the scheme are available on request from Finance. |
| Cycle to work scheme: | The Trust runs a Cycle to Work Scheme. |
| Employee Assistance Programme: | The Trust provides an Employee Assistance Programme. This is a confidential service which aims to provide staff with support for a range of issues. |
| Health Questionnaire: | You will be asked to complete a health questionnaire in order to identify and support or adjustments you may require. |
| Equal Opportunities: | Yorkshire Wildlife Trust is committed to equal opportunities and appoints on merit. We welcome applicants from all sections of society regardless of gender, sexual orientation, race, disability, marital status, age and religion, perceived community background or political beliefs. |
| Place of Work: | The post will be based at Spurn point |
| Travel: | Public transport is encouraged although pool vehicles are available. In exceptional circumstances the use of the employee’s own vehicle may be necessary for business use, at a mileage rate of 45p per mile. |
| Training: | The Trust is fully committed to personal development and training. |
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