

JOB DESCRIPTION

Knettishall Heath Assistant Warden



OFFICE BASE:	Knettishall Heath
WORK HOURS:	37.5 hours per week (including 3 consecutive weekends with 1 weekend off in 4)
CONTRACT:	2 Year fixed term contract – with potential to become permanent
SALARY:	£20,000 – 22,000 Per annum
HOLIDAY:	31 Days pro rata
REPORTING TO:	Knettishall Heath Warden

OVERALL PURPOSE OF ROLE

This is a new role, funded by the Green Recovery Challenge Fund, as part of our West Suffolk nature triangle project. The GRCF is being delivered by the National Lottery Heritage Fund in partnership with Natural England and the Environment Agency.

You will work under the direction of the Knettishall Heath Warden to ensure excellent standards of conservation and visitor management across the nature reserve.

Every member of Trust staff is an ambassador for the organisation and this is particularly true of our nature reserve teams. We welcome visitors to our reserves, and your friendly, engaging manner will help ensure all visitors have a fulfilling and enjoyable experience.

MAIN RESPONSIBILITIES

1. Work with the Warden to ensure Knettishall Heath is managed in accordance with the conservation objectives.

- Undertake habitat management activities set out in the reserves management plan as directed by the Warden.
- Manage and monitor seasonally visitor numbers and associated activities.
- Maintain positive working relationships with visitors, site users and external groups.
- Responsible for the care and maintenance of all relevant machinery and equipment.
- Undertake such survey work as is required for monitoring.
- Ensure the high standards of welfare for Trust livestock on the reserve are met.

2. Support the Warden in leading and managing volunteers.

- Provide leadership and support to team of volunteers in the management of Knettishall Heath.
- Recruit, encourage and support volunteers in the management of the reserve.

3. Support the role of the reserves as flagships for the Trust's work.

- Raise awareness of conservation objectives through social media, events and guided walks.
- Work with colleagues to represent Suffolk Wildlife Trust in the media.
- Work with the supporting network at Redgrave and Lopham Fen and wider Knettishall Team to support visitor activities on site.

- Use your skills and experience to support the Trust's overall conservation objectives.

4. Facilitate the enjoyment of our reserves by the public.

- Maintain footpaths, car parks and other visitor infrastructure to the Trust's high standards.
- Assist with community engagement activities as and when the need arises.
- Use social media to showcase seasonal wildlife highlights to maintain the profile of the Knettishall Heath.

5. Implement best practice across the Trust's reserve management.

- Ensure Health & Safety procedures, SWT policies as well as codes of practice are communicated and adhered to by volunteers on SWT's reserves.

6. Be an ambassador for Suffolk Wildlife Trust across all your day-to-day activities.

7. Support the Knettishall Heath Warden as required.