

Volunteer Training Centre
Oakham Road
Nr. Hambleton
Rutland
LE15 8AD
Phone: 01572 720049

May/June 2018

Dear Applicant

Application pack for Trainee Reserve Officer (Volunteer Post)

Thank you very much for your interest in our Trainee Reserve Officer position.

Please ensure you have read through Trainee Reserve Officer Role Description which forms the second part of this application pack below.

If you are interested in applying for this post please send your CV along with a covering letter stating why you think you are suitable for this post and how you meet the criteria of the role description.

We would prefer you apply by email; please attach your CV and covering letter to an email addressed to our Reserve Officer, Paul Trevor via PaulTrevor@rutlandwater.org.uk. Completed applications must be received by **5pm on Monday the 18th June 2018**, any received after this time and date will not be considered.

Informal interviews will be held at Rutland Water Nature Reserve on **Friday 13th July 2018**.

I look forward to hearing from you soon.

Yours sincerely

Paul Trevor
Reserve Officer

Email: paultrevor@rutlandwater.org.uk
Direct line: 07464497794



Job Title: Trainee Reserve Officer (Volunteer Post)

Location of job: Rutland Water Nature Reserve

Post holder reports to: Reserve Officer (Habitats)

Role description

This exciting volunteer post will give you vital experience at one of the UK's best nature reserves. Based at Rutland Water Nature Reserve's new purpose-built Volunteer Training Centre you will have the opportunity to get involved in all aspects of the nature reserve; including habitat management, wildlife recording and monitoring and community engagement. You will also have the opportunity to work with the high-profile Osprey project and get involved with the Birdfair.

The role is very practical and this volunteer placement will be suitable for someone who is looking to start a career in conservation as a nature reserve warden or in a similar role. As part of your training you will gain certificates in the use of chainsaws, herbicide application and first aid; and you will be trained in hedge-laying, dry stone walling, charcoal burning, tractor driving and much more.

The placement is based on four days per week for one year (Monday-Thursday), beginning in September 2018. We would expect you to commit yourself to this placement for the duration of the twelve months, 4 days per week. Uniform and personal protective equipment will be provided.

A living allowance of £75 per week will be paid for each 4 day week completed.

Duties

Practical work

- Carry out a wide variety of practical habitat management tasks on the reserve using hand tools and machinery
- Animal husbandry – working with cattle and sheep
- Regularly carry out tool maintenance
- Regularly carry out vehicle checks
- Lead and supervise volunteer groups
- Work as part of the British Birdwatching Fair Site Team

Health and safety

- Give tool and risk assessment talks when out on task
- First aider (when trained)
- Carry out risk assessments

Wildlife Recording and monitoring

- Complete a season of the BTO breeding bird survey scheme under tuition

- Assist with a variety of surveys, including bat box checking, butterfly transects, wildflower ID, nest box checking and wetland bird surveys.
- Monitor Ospreys from Waderscrape Hide
- Water vole and mink surveys

Community Engagement

- Write articles for our Wild Lives at Rutland Water blog
- Gain experience at our two busy visitor centres, the Anglian Water Birdwatching Centre in Egleton, and the Lyndon Visitor Centres.
- Coordinate Badger watches for volunteers and the public
- Lead guided walks and give illustrated talks
- Assist with educational visits

Hours of work:

Normally Monday to Thursday, plus occasional weekend work.

The usual hours of work are 08.30 to 16.30; however some flexibility will be required to get the most out of your placement. During this role you will be required, on occasions, to assist with a number of different surveys and other activities that necessitate working in the early hours of the morning and late evenings in the spring and summer months.

There will be a variety of exciting volunteering opportunities on this busy nature reserve to be involved in, in addition to the standard hours.

Leave entitlement:

4 weeks annual leave (pro rata)

Training

- On the job training (this will vary depending on the season):
 - Fencing (e.g. stock, post and rail, wire)
 - Hedge management (e.g. laying, planting and trimming)
 - Grassland management (e.g. scrub clearance, mowing, controlling thistles & ragwort)
 - Woodland management (e.g. coppicing, thinning, felling, planting and maintenance of woodland rides)
 - Animal husbandry (Sheep and cattle)
 - Wetland management (e.g. reed bed management, pond maintenance and river work)
 - Access improvements (path works)
 - Bird identification/surveys/counts
 - Hide and Tern raft construction
 - Carpentry
- Emergency first aid
- Brushcutter use and maintenance (includes trimmers and clearing saws)
- 4 x 4 on and off road driving experience
- Tractor driving
- Chainsaw NPTC certificated training (maintenance, cross cutting and felling small trees)

- Stone Walling
- Hedgelaying
- Herbicide use NPTC PA1 & PA6

Person specification

Essential:

- In pursuit of a career in nature conservation
- Enthusiastic, committed and shows initiative
- A reasonable level of fitness and strength
- Team spirited
- Willingness to use power tools (training will be given)
- Ability to work with a range of people from different age groups and backgrounds
- Willingness to supervise and lead others
- Good communication and organisational skills
- Clean driving licence
- Willingness to work with livestock (cattle and sheep)
- A good sense of humour

Desirable:

- Experience of similar work
- Relevant education/experience to degree level or equivalent
- A basic understanding of the environment, conservation issues and wildlife identification

To apply please send your CV and covering letter, preferably via email to:

Paul Trevor

PaulTrevor@rutlandwater.org.uk

Volunteer Training Centre, Rutland Water Nature Reserve, Oakham Road, Hambleton, Rutland,
LE15 8AD
01572 720049

Closing date for applications is the 18th June 2018

Interviews to be held on the 13th July 2018 at Rutland Water Nature Reserve

Start date of September 3rd, but would ideally like you help for the British Birdwatching Fair 2018 (17th, 18th and 19th of August)

Leicestershire and Rutland Wildlife Trust

Rutland Water Nature Reserve

Trainee Reserve Officer

Background information to the post

Rutland Water Nature Reserve (RWNR) is managed by Leicestershire & Rutland Wildlife Trust in partnership with Anglian Water and provides one of the most important wildfowl sanctuaries in Great Britain, regularly holding in excess of 20,000 waterfowl.

It is a Site of Special Scientific Interest, a European Special Protection Area and internationally recognised as a globally important wetland site (Ramsar).

RWNR occupies an area of land and shallow water running for 9 miles around the western end of Rutland Water was created in the 1970s with the construction of the reservoir. The overall size of the reserve has been expanded to approximately 1,000 acres with the completion of the major Rutland Water Habitats Project in February 2011. This involved the constructions of nine extensive new lagoons comprising shallow water, snaking islands and wet marginal habitats to provide optimum conditions for wildlife and ensure it is undisturbed by future water management of the reservoir.

The larger section of RWNR lies on the western shore, close to the village of Egleton. Here there is the Anglian Water Birdwatching Centre, 9 shallow lagoons, meadows and plantation woodland.

The Lyndon area of RWNR, on the south shore of the reservoir, comprise the Lyndon Visitor Centre, a narrow strip of meadows and shoreline, two large impounded lagoons as well as plantation and ancient woodland.

Our base of operations has now moved to a new purpose built Volunteer Training Centre where we have new workshops, offices and training venue.

A variety of events and activities take place at RWNR including regular walks, talks and external courses.

RWNR is home to the successful Rutland Osprey Project enabling ospreys to breed again in central England for the first time in 150 years. Ospreys are regularly seen fishing over the reservoir from April - September.

The British Birdwatching Fair takes place at Rutland Water Nature Reserve in August each year (2018 dates are the 17th-19th of August). Described as the birdwatcher's Glastonbury, Birdfair is the world's first and largest international birdwatching event and encompasses the whole spectrum of the birdwatching industry whilst at the same time supporting global bird conservation. There are hundreds of stands selling the latest products for wildlife enthusiasts and a packed programme of lectures and events.

A small army of volunteers are vital to the effective operations of activities at RWNR from practical nature conservation tasks, staffing the two visitor centres, wildlife monitoring and recording and helping stage Birdfair.

The following website will provide further information about Rutland Water Nature Reserve and the different activities that take place there:

Rutland Water Nature Reserve www.rutlandwater.org.uk

Rutland Osprey Project www.ospreys.org.uk

For more information about Leicestershire and Rutland Wildlife Trust visit www.lrwf.org.uk

Applications from candidates requiring a certificate of sponsorship under the UK points-based immigration system will not be considered if there are suitable candidates who do not require sponsorship. This is because employers need to demonstrate that they are unable to recruit a resident worker, before they can recruit a non-resident worker*.

The resident worker rule does not prevent applicants requiring sponsorship from applying for our vacancies, but such applications should be made on the understanding that they can only be considered subject to the restrictions above.

For further information, please visit the [Home Office UK Border Agency website](#).

*This rule does not apply to those applying for roles that require a bachelor, postgraduate degree or postgraduate certificate in education qualification. It is necessary for the qualification to be an essential requirement for the role and the applicant to prove that they possess such a qualification (or have completed a minimum of 12 months study in the UK towards a UK PhD), which is recognised in the UK.

Employment Checks

All offers of employment are made subject to the following criteria:

Proof of eligibility to work in the UK, Proof of Residency, Satisfactory Employment Health Check, Two references satisfactory to the Trust and where required a Satisfactory Criminal Records Bureau Check.

Use of Curriculum Vitae (CVs)

Our policy is to recruit and employ our employees on the basis of their suitability for the work to be done.