

Job Description and Person Specification

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Photo: Pine marten ©Jason Hornblow

Deadline for applications: 17:00 on 24 November 2023

1 Applying for this post

We are thrilled to have confirmed National Heritage Lottery funding that enables us to undertake the next four-year phase of our **Martens on the Move** project and the **Project Manager** position will lead and manage this exciting new work.

If you feel you meet the job specification and job requirements, we would love you to apply. Applications must be made using the application form provided. Additional information can be submitted, for example a CV, but the application form must be completed thoroughly and not include 'Refer to CV' as the only answer in the question boxes.

Please read all the pack information that follows.

Deadline for applications is 17:00 on Friday 24 November 2023

by email to hr@vwt.org.uk or by post to:

Operations Manager, Vincent Wildlife Trust, 3-4 Bronsil Courtyard, Eastnor, Ledbury, HR8 1EP

Interviews are planned for the week beginning 4 December **2023** and will be held in person at our **Bronsil office (or via video conferencing if required)**. Full details will be confirmed ahead of the interview date. If you do not hear from us by 4 December **2023**, please assume that you have not been successful on this occasion.

2 Background to Vincent Wildlife Trust

VWT has been a key player in research-led conservation of a range of threatened mammal species for more than 40 years. We develop and deliver evidence-based conservation interventions to support the recovery of mammal species. We work closely with universities, co-funding and supervising PhD projects, and with partner NGOs, where synergies in our aims allow us to deliver over and above what we could achieve on our own. Our work is published through peer-reviewed scientific journals and our own in-house conservation handbooks and literature.

We have a secure financial base, with a turnover of c.£1 million and funding from grants, donations and investment drawdown. External funding has enabled us to embark on new flagship projects, including the nationally important Pine Marten Recovery Project. VWT has 19 staff who work alongside around 200 active volunteers. Our Head Office is near Ledbury in Herefordshire where ten of our team are based. The rest work from home offices in England, Scotland, Wales and the Republic of Ireland.

VWT has strong governance and leadership, and a clear direction to increase the impact and geographical scope of its operations through our 2020-30 Ten-Year Strategy.

3 Our Pine Marten Conservation Work

VWT has been a leader in pine marten conservation and research for almost 40 years. Much of this work has focused on understanding the status and distribution of pine martens in Britain and Ireland, developing and trialing innovative field techniques for monitoring pine martens, promoting coexistence with a range of stakeholders and acting as an advisor on and carrying out pine marten population reinforcement and reintroduction in Wales and England. We undertook the first national pine marten survey of Scotland, England and Wales in the early 1980s and a subsequent survey of southern Scotland in 2013 showed that pine martens were present in parts of the Scottish borders and other areas south of the Central Belt where they had been absent for almost 200 years.

Between 2015 and 2020, VWT carried out the ground-breaking Pine Marten Recovery Project (PMRP) to reinforce the virtually extinct pine marten population in Wales through the translocation of martens from Scotland to mid-Wales. This was conducted alongside an extensive programme of awareness raising and engagement with local communities and stakeholders, and an associated research programme to inform future translocations. The translocated pine martens have become established and breeding has been recorded every year since the translocation began, with pine martens now recolonising former habitats and establishing territories well beyond the release areas. Translocation methods employed in Wales have since been adopted by partners in the Forest of Dean in England during 2019-2021, where successful establishment, breeding and dispersal has also been recorded.

In the north of England, VWT has been helping to pave the way for the natural recovery of the pine marten in this area as a partner on the Back from the Brink programme (2017-2021), an ambitious nationwide partnership initiative that aimed to save some of our most threatened species from extinction and put them back on the road to recovery. As well as raising awareness of the species and working with project partners and volunteers to enhance habitat by installing artificial den boxes to provide resting and breeding sites for pine martens, we have demonstrated that pine martens are at an early stage of recolonising parts of Northumberland and Cumbria.

VWT produced a national pine marten recovery plan for Great Britain in partnership with NatureScot and Natural England. The recovery plan suggests a road map of staged releases to some of the most optimal regions in England and Wales in priority order to give reintroduced populations the highest probability of establishing, spreading and ultimately linking up.

The plan also emphasises the importance of raising awareness of pine martens, particularly in areas where they are making a recent recovery and could face potential conflicts, as well as establishing a coordinated national monitoring scheme – both of which are key outcomes of the Martens on the Move project.

The key to all our conservation work and successful delivery of VWT's Ten-Year Strategy is measuring our conservation impact.

Further information is available on our website: www.vwt.org.uk

4 This Role

The ultimate aim of the Martens on the Move project is to improve public awareness and appreciation of pine martens, ensure landowner readiness for the recovery of a native predator and improve conditions for pine martens. The project will also establish a long-term national monitoring programme for pine martens.

Following a successful National Lottery-funded Development Year for Martens on the Move, where the project made significant and positive initial connections with landowners, local communities and young people in England, Scotland and Wales, this role will build and develop those connections. It will also increase awareness raising, advocacy, education and training in order to facilitate the natural recovery of pine martens where they are re-colonising their former range across the Scottish/English and Welsh/English borders.

Martens on the Move will be working with partner organisations to establish three Pine Marten Havens. These Havens will offer viewing hides, interpretation trails and displays for visitors to engage with and to increase their knowledge and understanding of – and connections to – this native species.

This role will also develop the monitoring programme by providing training and volunteering opportunities to a wide range of people across the project area's Monitoring Hubs – including communities that are under-represented in wildlife conservation. These volunteering opportunities will offer the chance to learn new skills and to benefit from nature-based activities whilst supporting the national recovery of pine martens.

5 Job Description

Grade/Starting Salary	Grade 4/£32,000.00 per annum pro rata (with 2.5% annual increase in subsequent years)
Location of Job	Home Office based (Either on the English/Welsh borders or English/Scottish borders)
Responsible to	Carnivore Programme Manager
Responsible for	Supervision and co-ordination of two Project Officers and co-supervision of a Communications and Engagement Officer
Job Purpose	To deliver the National Lottery-funded Martens on the Move project

Main Duties

- To deliver the Martens on the Move project, in accordance with the project's timetable.
- To line manage two Project Officers, and functionally manage other staff and volunteers to ensure successful delivery of the project.
- To liaise with project partners and delivery partners, and further develop partnerships with key landowners, delivery partners and other stakeholder groups to deliver the project's objectives.
- Chair bi-annual Project Advisory Group meetings.
- Oversee completion of agreed capital works at three national Pine Marten Havens (demonstration sites) in close collaboration with project partners.

- Oversee the establishment of six Monitoring Hubs, where pine marten surveys and monitoring will take place, including securing land access with relevant landowners.
- Work with VWT's Communications Team and the wider team to deliver activities in the project's communication strategy, and volunteer engagement and training.
- Oversee engagement and training activities working with identified community groups, external contractors and partners, with a focus on groups underrepresented in conservation.
- Work with VWT's Communication Team and the wider team to develop resources around pine martens for inclusion in the school curriculums for England, Scotland and Wales.
- Work with VWT's Communications Team to identify a range of media outlets for press releases and articles to promote the projects aims and achievements.
- Manage the project budget working with VWT's Finance Manager.
- Coordinate and compile timely project reports, according to the National Lottery Heritage Fund requirements.
- To represent the Trust and promote Martens on the Move at relevant events and conferences, and through local and national media channels.
- Work with VWT's fundraising staff to pursue project match-funding, as required.

Other Duties

- To attend training courses that further the Trust's and personal development needs.
- To be familiar with and abide by the Trust's policies and procedures.
- To provide training and/or mentoring to staff and volunteers.
- Carry out other duties commensurate to the role as required by the Trust.
- Contribute to a culture that values and prioritises Health and Safety matters.
- Present a friendly and professional personal manner, including representing VWT with external partners.

6 Training and Development

As part of our commitment to investing in its people, VWT trains and supports its staff in the delivery of their duties. Advice will be given in drawing up a personal development plan and all suggestions considered according to resources available and the over-riding priorities of the Trust. An appraisal process is carried out every six months.

7 Outline Conditions

The post is 0.8 FTE, 30 hours per week, for a Fixed Term of four years and likely to commence in January 2024. Our normal office hours are 9am to 5pm (Mon-Thurs) and 9am to 4.30pm on Fridays, with appropriate breaks. Flexible working is permissible in agreement with the Line Manager. Field working may require work outside of these hours and should those hours extend beyond normal daily working hours, staff are expected to take Time Off In Lieu. Business travel and overnight stays may be required at times, for which travel and subsistence expenses will apply, according to the Trust's current policy.

A willingness to be flexible about working arrangements and to provide occasional cover for absent staff is desirable in order to maintain organisational effectiveness.

A probationary period of three months is applicable to this post, during which you will be expected to establish your suitability for the role.

Benefits Package

A company car is available for this role, which will be subject to Benefit-in-Kind (BIK) tax. You will be expected to complete a driving assessment during advanced driver training. VWT will pay vehicle tax, insurance and maintenance expenses. Business fuel expenses will be reimbursed on a monthly basis at the current HMRC rate. The value, make and model of the car that is provided is entirely at the discretion of the Trust.

VWT offers a workplace pension scheme with Aviva that matches personal contributions of 4% of staff salaries with an additional employer contribution of 7%. You may request to be enrolled from day one, or defer until the probation period is complete. Full time posts are entitled to 25 days' paid leave per year, plus all bank holidays. Life Assurance and an Employee Assistance Package is available to all staff after one year's service.

There is free parking on site at the Bronsil Head Office and you will be provided with VWT branded clothing as applicable for the role.

Value Statement

The Trust expects its staff to carry out their duties in a way which consistently exceeds the regulations and expectations of society at large in matters legal, ethical and environmental. Our aim is to ensure all resources are utilised effectively and efficiently. You will be expected to apply sound value for money principles in undertaking purchasing or supply of goods and services.

8 Ideal Candidate Profile

VWT is looking for a highly-skilled manager, with strong interpersonal skills and a track record of delivering conservation projects.

Qualifications

A **Master's degree** (or equivalent) in biological sciences, wildlife conservation or a related discipline.

Experience and Skills Essential

- At least two years' experience of successfully managing conservation projects, including experience of managing budgets and writing reports.
- Experience of managing, motivating and inspiring staff and volunteers to deliver positive conservation outcomes.
- Experience and knowledge of wildlife conservation, including survey and monitoring.
- Excellent interpersonal skills, with experience of working with partners, landowners and other stakeholders.

- Excellent communication skills, including written and verbal.
- Experience of successful networking to develop contacts and opportunities.
- Experience of managing funder requirements.
- Fully I.T. competent, with experience using databases
- Full, valid UK driving licence

Experience and Skills Desirable

- Experience of managing multi-partner, multi-funded conservation projects.
- Experience and knowledge of mammal conservation, ideally carnivores.
- Experience of working on a National Lottery Heritage Fund project.
- Experience of working with diverse community groups and individuals typically underrepresented in wildlife conservation.
- Experience of liaising and working with conservation conflicts.
- Experience of working with the media.
- Experience with national communication campaigns.

Personal Qualities

- A demonstrable commitment to and enthusiasm for wildlife conservation.
- An outgoing and self-motivated individual with initiative, ambition and drive, and the personal qualities to become an ambassador for VWT.
- Ability to meet deadlines.
- Ability to work well as part of a team and independently.
- A positive 'can do' attitude.
- Well-organised with good attention to detail.
- The candidate should adhere to defensive driving practices.

The role may be physically and mentally demanding at times with occasional lone working and long days out in the field. It will also be subject to a DBS check.

9 Funder Requirements

This job has been initiated as a result of significant funding secured from The National Lottery Heritage Fund (TNLHF). The Project Manager will be responsible for providing information and reports as per the funder requirements.

10 Office Location and Travel Requirements

This post is home-based, either in the Scottish/English or Welsh/English borders. Travel will be required to meet partners at various locations and for meetings at the Trust's head office near Ledbury in Herefordshire. In addition, at times, the duties of this post will involve travelling and staying away for field work and events and/or meetings.

11 Equity, Diversity and Inclusion

Vincent Wildlife Trust values diversity and is committed to supporting an inclusive culture. We want our staff to feel comfortable to be themselves. We aim to provide an environment where everyone, regardless of background or characteristics, can develop their full potential.

To help us monitor our recruitment process to ensure they meet our Equal Opportunities Policy, all applicants are requested to download and complete our Diversity Monitoring Form. Please return this with your completed Application Form.