

Job Description

Job Title:	Senior Conservation Officer (Conservation Training)
Department:	Nature Recovery
Location:	Centre of the Earth & EcoPark or other site/location
Responsible to:	Conservation Manager
Responsible for:	Project Officers (where relevant), volunteers, placements, trainees and any team members assisting with project work
Purpose of the post:	To develop and lead The Trust's training offer across Birmingham and the Black Country, manage the delivery of nature recovery projects, and contribute to the development and leadership of the conservation team.

Key Responsibilities

Main Objectives

- Develop and lead the delivery of the Trust's conservation practice training through accredited and non-accredited courses across Birmingham & the Black Country.
- Develop and lead the delivery of grant and contract-funded biodiversity enhancement and habitat creation projects across Birmingham and the Black Country.
- Manage team members (at officer level) to support the delivery of training, biodiversity enhancement and habitat creation projects.
- Develop and maintain positive working relationships with partner organisations, responding to funding and contract opportunities and delivering presentations and attending events where relevant.
- Build ongoing and strong relationships with community groups working for biodiversity improvement across the region.
- Maintain project records and data, working closely with EcoRecord colleagues, using GIS or other digital formats where applicable.
- Play a proactive role in managing health and safety when working with colleagues, volunteers, community groups, contractors, and partners.

Funding and Administration

- Work with colleagues and other organisations to identify and develop income generation and funding opportunities for training and biodiversity work, leading on or assisting with grant applications and tenders.
- Collate and submit project reports and grant claims to project funders and internal audiences.
- Assist in the preparation of annual budgets, work programmes, and reporting requirements for your area of work
- Undertake financial management of projects including tracking income and expenditure, providing budget forecasts, and produce purchase orders and invoices as required
- Procure the services of contractors and purchase materials required to deliver projects in line with the Trust's procurement policy

Supporting others internally:

- Support the Trust's Content and Communications Officer in managing project communications and by providing content to promote the achievements and impact of projects.
- Support senior Trust colleagues to develop and deliver the organisational strategy.
- Work with and support all colleagues in all aspects of project management and delivery.
- Contribute to the development of relevant competencies across the Nature Recovery team and deliver internal training for colleagues and volunteers in your area of expertise.

Other Responsibilities

- Contribute to the continuous development of Nature Recovery at BBCWT.
- Contribute to knowledge sharing, service development and team learning.
- Represent the organisation positively when engaging with stakeholders, volunteers, visitors and partners.
- Act as an ambassador for the Trust, forming and maintaining positive relationships with volunteers, visitors and other organisations, and promoting membership wherever possible.
- Carry out any other reasonable duties commensurate with the level of responsibility of the post, as requested by your line manager or the Chief Executive.

Person Specification

Experience	Essential	Desirable
Experience of delivering training to a range of learners on nature recovery topics such as habitat management techniques, surveys and tool use.	✓	
Experience of carrying out habitat and species management on nature reserves and other sites.	✓	
Experience of identifying and designing ecological enhancement and habitat creation projects.	✓	
Experience of working with and engaging a range of partners and stakeholders.	✓	
Experience of preparing and managing work programmes, budgets and project resources.	✓	
Experience of advising others on land and species management.		✓
Experience of carrying out ecological surveys (species and habitat surveys).		✓
Skills / Knowledge	Essential	Desirable
Knowledge of adult learning principles and approaches to designing and delivering effective learning and training programmes.	✓	
Knowledge of the habitats, species and natural environment of Birmingham and the Black Country.	✓	
Knowledge of habitat creation, restoration and management techniques for the benefit of wildlife.	✓	
Knowledge of relevant environmental legislation and policy, including the Environment Act 2021 and protected species legislation.		✓
Strong habitat and species identification skills	✓	
Ability to undertake and map Phase 1 Habitat Surveys and/or UKHab surveys	✓	
Practical habitat management and restoration skills across a range of habitat types.	✓	

Ability to work independently using initiative whilst contributing effectively as part of a team	✓	
Strong organisational and time management skills, with the ability to prioritise workloads, meet deadlines and monitor outcomes	✓	
Competence in the use of Microsoft Office applications and GIS software	✓	
Qualifications / Education / Training	Essential	Desirable
Full Driving License	✓	
Degree or equivalent qualification in a relevant environmental science, or demonstrable relevant experience in the sector.	✓	
Member of the Chartered Institute of Ecology and Environmental Management (CIEEM).		✓
Hold, or be working towards, a recognised training or assessor qualification (e.g. TAQA, AET (formerly PTLLS)), or be able to demonstrate equivalent experience in designing and delivering training.	✓	
Protected species survey licenses (e.g. bats, water vole or great crested newt)		✓
Individual licenses for power tool use and specialised vehicles (e.g. pesticide, chainsaw, brush cutter, dumper, tractor)		✓
Behaviours and Attributes	Essential	Desirable
Commitment to BBCWT's vision, mission and values.	✓	
Commitment to wildlife conservation and nature recovery.	✓	
Positive and professional approach to working with colleagues, volunteers, partners and stakeholders.	✓	

Organisational Responsibilities	
Values	All employees are expected to demonstrate Trust and contribute positively to an inclusive, collaborative and respectful working environment and to support the achievement of the Trust's strategic objectives.
Health, Safety and Wellbeing	All employees have a responsibility to take reasonable care of their own health, safety and wellbeing, as well as that of colleagues, volunteers, visitors, contractors and others who may be affected by their actions or omissions. Employees must cooperate with BBCWT to help ensure compliance with health and safety requirements and contribute to a safe and healthy working environment.
Safeguarding	Actively support BBCWT's commitment to safeguarding and promoting the welfare of children, young people and adults at risk. Carry out responsibilities in line with BBCWT's safeguarding policies and procedures, remain vigilant to safeguarding concerns, and promptly report any concerns or disclosures through the appropriate channels.

Access and Inclusion	Actively support and promote BBCWT's commitment to equality, diversity and inclusion, ensuring fair and respectful treatment of all colleagues, volunteers, partners, supporters and members of the communities we work with.
Learning and Development	Take ownership of personal learning and development and participate in training, development activities and continuous professional development opportunities necessary to perform the role effectively and support organisational objectives.
Performance Management	Actively engage in BBCWT's performance management processes, taking responsibility for achieving agreed objectives, maintaining professional standards and contributing to the success of the organisation.
Data Protection and Confidentiality	Manage personal, organisational and sensitive information in accordance with UK GDPR and BBCWT policies and procedures. Maintain confidentiality and ensure information is collected, stored, processed and shared appropriately and securely.
Environmental Responsibility	Support BBCWT's mission to protect and restore nature by embedding environmentally sustainable practices into day-to-day activities and minimising environmental impact wherever possible.
Adherence to Policies	Be aware of and comply with all BBCWT policies, procedures and organisational requirements relevant to the role. Ensure that all activities are carried out in line with agreed standards, legal obligations and best practice.
Other	The nature of this post means that occasional out-of-hours and weekend working will be required. In case of working outside working hours, overtime is not paid but time off in lieu will be granted.