Denmark Farm Conservation Centre: Volunteer and Site Manager

JOB DESCRIPTION

Employer: The Shared Earth Trust

Number of hours: 2 days/16 hours per week (flexible days to include some weekend work)

Salary: £21,763 (FTE) / £8700 (pro-rata)

Starting date: 30th July 2018

Location: Denmark Farm Conservation Centre, Betws Bledrws, Lampeter, Ceredigion, SA48 8PB

Denmark Farm is a nature reserve and visitor centre, aiming to highlight the relationships between people and nature, exploring the value and diversity of life and landscapes. The 40 acre site provides trails, access, eco-friendly holiday accommodation, volunteering and training courses in conservation and natural crafts. All profits are fed back to our charity, the Shared Earth Trust, which promotes an awareness and connection with nature, and environmental education.

See www.denmarkfarm.org.uk for more details

OVERVIEW / PURPOSE OF POST:

This post is dedicated to overseeing the enhancement of volunteer and visitor opportunities at Denmark Farm and manage the 'Get Active for Wildlife' Project. The project aims to create sustained improvement in the wildlife of the nature reserve.

Key outcomes:

- Improved biodiversity in the reserve
- Local volunteers recruited & trained
- Increased volunteer hours working on site

The successful candidate will deliver specific activities including:

- Volunteer recruitment and support
- Volunteer training
- Regular habitat management and wildlife monitoring
- Overseeing and Managing Contractors on site
- Developing and delivering a user-friendly 5-year map-based management plan
- Engaging with the community, Publicity & promotion

MAIN RESPONSIBILITIES:

Volunteer recruitment and support

- Arranging quarterly volunteer taster sessions
- Recruiting, training and managing new volunteers (predominantly for site management) in line with the Equal Opportunities Policy
- Ongoing support of established volunteers to engage meaningfully with the Denmark Farm site
- Ongoing support for the Kitchen Garden Volunteers and site
- Developing the Denmark Farm site whilst optimizing wildlife and enabling volunteers

Volunteer training

- As part of the 'Get Active for Wildlife' project arranging eight formal volunteer training sessions on site (i.e. Coppicing, Scything, Species ID)
- Access and provide training and personal development opportunities for volunteers

Regular habitat management and wildlife monitoring

- Ensuring that Denmark Farm is managed for conservation and biodiversity
- Re-establishing wildlife monitoring, starting with the long legacy of ecological recording on the site utilising this valuable resource as well as planning future recording
- Overseeing groups that carry out monitoring, survey work and habitat management

Overseeing and Managing Contractors on site

- Overseeing the commitment to Glastir and other Agri-Environment schemes
- Improving and maintaining access (with support from contractors as appropriate)
- Managing Fencing Contractors, Conservation Grazier (plus livestock checking), Regular Contractors for maintenance and access and local farmer for cutting of hay meadows

Developing and delivering a user-friendly 5-year map-based management plan

- With the support of Trustees and appropriate Volunteers developing a conservation management plan
- Delivering the conservation management plan
- To conduct site assessments and cross-refer to appropriate bodies

Engaging with the community, Publicity & promotion

- Working with the Facilities and Events Manager to develop, promote and deliver an activity programme to attract and engage with visitors, utilizing the Wildlife Discovery Room
- Making active links with local groups, schools and individuals to utilize Denmark Farm facilities and reconnect with nature
- Overseeing Interpretation and signage around the site
- Inputting regular contributions to social media, blog posts and press work

Other Responsibilities

- Responsible for Health and Safety, Risk Assessment and Environmental Policies of SET
- To maximise opportunities to promote the Shared Earth Trust and recruit new members
- In liaison with other staff and Trustees ensure full compliance, accurate and timely reporting to funding providers in accordance with their requirements
- To undertake other duties appropriate to the post that may be requested from time to time by the Line Management