



## Nature Reserve & Volunteer Manager

### JOB DESCRIPTION

**Employer:** The Shared Earth Trust (SET)

**Number of hours:** Part time, 16 hours per week (flexible days to include some weekend work)

**Salary:** £ 25,000 (FTE) / £10,000 (pro-rata)

**Contract:** January – December 2022

**Responsible to:** The board of trustees

**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](http://www.denmarkfarm.org.uk) for more details

### **OVERVIEW / PURPOSE OF POST:**

We are looking for an experienced professional to join us as a key member of our small and enthusiastic team of staff, trustees and volunteers. This is an exciting opportunity to utilise your experience to manage the day to day operations of a nature reserve and deliver an active and engaging volunteering programme. You'll coordinate the development of the site management plan, and the monitoring and assessment that underpins future projects and plans. You'll also deliver site enhancements in line with successful bids for grant funding. This role will continue the sustained improvement in the wildlife and habitats of the nature reserve and strengthen the well-established volunteer and visitor opportunities at Denmark Farm.'

### **Key outcomes:**

- Improved biodiversity in the reserve
- Local volunteers recruited & trained
- Increased volunteer hours working on site
- Improve accessibility for the local community and visiting public

## **The successful candidate will deliver specific activities including:**

- Volunteer recruitment and support
- Coordinate volunteer training
- Regular habitat management and wildlife monitoring
- Overseeing and managing contractors on site
- Delivering improvements enabled through grant funding, including a Woodland Access and Inclusion initiative funded by The Woodland Investment Grant
- Engaging with the community
- Associated publicity & promotion

## **MAIN RESPONSIBILITIES:**

### **Volunteer recruitment, support and training**

- Actively recruit and induct new volunteers to undertake conservation focused activities on site
- Ongoing support of established volunteers to engage meaningfully with the Denmark Farm site
- Assess 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
- Maintain a wildlife monitoring programme, utilising the long legacy of ecological recording on the site as a 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

### **Development of a user-friendly 5-year map-based management plan**

- Coordinate the development of a 5-year conservation management plan, to be facilitated and compiled by a consultant working with staff, trustees and volunteers. Establish an annual wildlife monitoring plan & work programme that will feed into the Management Plan.

### **Engaging with the community, Publicity & promotion**

- Support 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 SET 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