



Lancashire,
Manchester &
N Merseyside

JOB DESCRIPTION

1. IDENTIFICATION OF POST

Post Title: Temporary Conservation and Landscape Operative

Responsible To: Contracting Manager

2. PURPOSE OF POST

To carry out practical conservation and landscape work as a part of the Contract Team. Working to deliver contracts secured by the Wildlife Trust, which will include access and boundary works, habitat management and creation, hard and soft landscaping and estate maintenance.

3. MAIN RESPONSIBILITIES

1. Carry out practical conservation and landscaping tasks at a variety of locations.
2. Work according to specifications provided and adhere to all relevant timescales and deadlines.
3. Adhere to the Trust's Safety, Health and Environment policy and observe safe working practices.
4. Operate machinery and equipment according to training and instruction received.
5. Undergo training appropriate to the post and consistent with the operational needs of the team.
6. Maintain effective working relationships with other team members and Trust staff.
7. Present a positive and appropriate image of the Wildlife Trust to members of the public, clients, contractors and partner organisations.
8. Comply with Wildlife Trust procedures and policies.
9. Undertake any other duties and responsibilities consistent with the objectives of the post at the direction of line manager.

In order for the organisation to work effectively, you may be required to assist with other areas of work and therefore, you should be prepared to undertake other duties appropriate to the post, as delegated by your line manager.

This job description serves to illustrate the type and scope of the duties currently required for the above post and to provide an indication of the required level of responsibility. It is not a comprehensive or exclusive list and duties may be varied from time to time, they will not however change the general character of the job or the level of responsibility entailed.

PERSON SPECIFICATION

JOB TITLE: **Temporary Conservation and Landscape Operative**

This section details the experience skills, knowledge and personal qualities required for the post.

Experience	Essential	Desirable
Experience of practical conservation, landscape work or similar	√	
Experience of operating site machinery e.g. brush cutter, chainsaw, chipper		√
Skills	Essential	Desirable
Practical conservation and landscaping skills	√	
Team working skills	√	
Operating licences for site machinery e.g. brush cutter, chainsaw		√
Licence for Use of Pesticides (Pa1 & Pa6)		√
Ability to communicate effectively with clients, suppliers and the public in a professional manner	√	
Driving licence	√	
Knowledge	Essential	Desirable
Knowledge of basic conservation management and landscaping techniques	√	
Relevant vocational qualification		√
Personal Qualities	Essential	Desirable
Self Motivation and flexible attitude to work	√	
Commitment to and enthusiasm for the Trust and its work	√	
Requirement to receive appropriate training	√	
Requirement to promote Equal Opportunities	√	
Requirement to promote Health and Safety	√	
Requirement to adapt within a changing environment	√	

GENERAL TERMS AND CONDITIONS

- Salary:** £15,573.87 per annum (pro rata).
- Pension:** The Trust contributes to the NEST pension's scheme. Full details will be provided.
- Hours of Work:** 37.5 hours per week, additional hours paid at a pro-rata rate. Working Monday to Friday.
- Duration of post:** The post will be offered on a fixed term basis until the 31st March 2019.
- Annual Leave:** 25 days per annum pro rata.
- Probation period:** All new employees undertake a probationary period, in which time they are expected to demonstrate their suitability for the post.
- Place of work:** Various locations. Operational base: Brockholes Nature Reserve, Preston New Road, Samlesbury, Preston PR5 0UL.
- Other:** All staff are required to abide by organisational policies and procedures.
The Trust operates a no smoking policy throughout its offices and work locations unless in designated areas.
The Wildlife Trust is an equal opportunities employer and is positive about those individuals covered by the Equality Act 2010.
- Closing date for Applications:** **28/10/18**
- Date of interviews:** **02/11/18**

To apply for this position you are required to complete an Application Form which can be downloaded from our Website: <http://www.lancswt.org.uk/jobs>

(CV's will not be considered, No Agencies)

Completed applications should be returned to: applications@lancswt.org.uk

Nicola Mercer, Human Resources Manager, The Wildlife Trust for Lancashire, Manchester and North Merseyside The Barn, Berkeley Drive, Bamber Bridge, Preston PR5 6BY.

Thank you for your interest in working for the Wildlife Trust for Lancashire, Manchester and North Merseyside. We look forward to receiving your application.



Criteria Common to All Job Descriptions:

A Job Description sets out the purpose of the job, where it fits into the Trust's structure, the context within which the job holder functions and the principal accountabilities of job holders, or the main tasks they have to carry out. It is not a definitive work plan. This document is intended to provide guidance on the scope and function of the job.

Equal Opportunities Statement:

All employees are required to adhere to and promote the principles and operation of the Trust's policies on equalities, to ensure that services provided are relevant to ethnically diverse communities and other disadvantaged groups in the area.

Health and Safety Statement:

All employees are required to ensure that all duties and responsibilities are discharged in accordance with the Trust's Health and Safety at Work Policy and the Health and Safety File. They should take reasonable care for their own Health and Safety and that of others who may be affected by what they do or do not do. Staff should correctly use work items provided by the Trust including personal protective equipment in accordance with training or insurance. All members of Trust staff are responsible for informing their line managers of any potential gaps in the current Trust Policy. All employees are responsible for ensuring that Health and Safety Policy is up to date and continuously reviewed and evaluated.

Performance Review:

All employees will participate in the Trust's Performance Review process. The process aims to ensure that performance standards/targets are jointly agreed between employees and line managers and are achieved within agreed time scales. Failure to maintain an appropriate standard indicated by management can result in Capability proceedings being taken.

Commensurate Statement:

At times, the Post holder will be required to undertake other duties and responsibilities of a similar level and nature in order to support workload peaks and resources and skill shortages, ensuring priorities are met. This will be sensitive to available resources and individual skills and will generally be within the same area.

Adherence to Staff Handbook, Policies and Procedures:

The Trust is a large, diverse charitable organisation and as such needs to ensure that all employees are aware of their obligations to and from the organisation. These are clearly defined in the Staff handbook, the Intranet and in the policies and procedures adopted by Council as part of the Trust's governance. All Employees have an obligation to read and understand these policies, especially those that are pertinent to this role.