

JOB DESCRIPTION

Land Management Advisor

Hours of work: Full-time, 35 hours per week

Type of contract: Permanent

Based at: The Lodge, Littlemore, Oxford (flexibility available)

Salary Band: D

BACKGROUND

The Berkshire, Buckinghamshire and Oxfordshire Wildlife Trust (BBOWT) was formed in 1959 and has a vision of an environment rich in wildlife for everyone, valued by all. We aim to lead the way to nature's recovery through innovative land management, and connect people with nature to improve their wellbeing. We work in partnership and through collaborative projects with local communities, businesses, land owners and local authorities. In the three counties BBOWT owns or manages over 80 nature reserves covering 2,500 hectares. We have more than 50,000 members, employ over 100 professional staff, and have active support from more than 1,350 volunteers. Each year around 12,000 schoolchildren visit our education centres. BBOWT has an annual turnover of over £6 million and receives income from membership subscriptions, grants and donations. BBOWT is one of 46 Wildlife Trusts working across the UK; each is a corporate member of the Royal Society of Wildlife Trusts.

Our mission – To create a Living Landscape across our towns, cities and countryside and inspire our communities to act for nature.

Our aim – To lead the way for nature's recovery and connect people with nature, so that:

- Our soil and water resources are managed to create functioning ecosystems and wildlife-rich places.
- Local communities, decision-makers, landowners and business work with and for nature.
- People recognise their dependence upon nature and its value to their mental and physical wellbeing.

JOB PURPOSE

The purpose of this role is to deliver the Trust's growing in-house Land Advice Service. The Land Management Advisor will deliver work for paying clients across the three counties and develop relationships with landowners who, with the Trust's support, wish to manage their land sympathetically for wildlife. This work will include supporting applications for agri-environment schemes and delivery of associated land management work, providing advice on nature-friendly land management, and undertaking farm wildlife surveys. This role has principal responsibility for day-to-day management of the Service, and will be working collaboratively in a small dedicated team.

REPORTING LINE

Reports directly to the Head of Wider Countryside Conservation

STAFF MANAGEMENT

No staff line reports, but has responsibility for managing contractors and volunteers

BUDGETARY RESPONSIBILITIES

Responsible for managing the Land Advice Service income and expenditure budget

KEY RESPONSIBILITIES

Deliver a successful Land Advice Service

- Lead delivery of client projects from start to finish, monitoring workflow, ensuring delivery is to schedule and on budget
- Arrange delivery of projects using BBOWT staff or subcontractors
- Write and check reports for clients
- Grow external profile of the Service, including contribution to promotional materials and events
- Demonstrate leadership and expertise in wildlife-friendly land management advice

Manage Land Advice Service operations

- Manage incoming requests and client liaison
- Create sound project specifications, accurately budgeting for time and expenses
- Support development of core operational procedures (e.g. client tracking, measuring client satisfaction, evaluating impact)
- Seek opportunities to streamline processes (e.g. creating reporting templates, project management process)

Develop opportunities for landowner engagement

- Facilitate an existing farmer cluster and advise farmers and groups of farmers who are interested in setting up a cluster group
- Organise and deliver training and networking events for land managers and landowners
- Pro-active engagement with individual landowners or groups of landowners
- Represent the Trust externally on conservation and farming issues

General

- Act always in a professional manner that preserves and adds value to the Trust's good reputation as a wildlife charity
- Contribute to the Wider Countryside Conservation team and work with staff in other teams as appropriate
- Flexible attitude to work; prepared to occasionally work out of office hours
- Commitment to own Continuous Professional Development
- Ensure effective communications with colleagues and external stakeholders
- Provide regular reports to line manager as required
- Adhere to all Trust policies, procedures and systems relevant to the Land Advice Service (e.g. H&S, GDPR)
- Engender a culture of membership recruitment within the team
- Any other duties as delegated by the Head of Wider Countryside Conservation

PERSON SPECIFICATION

	Essential	Desirable
Degree or equivalent level of experience in nature conservation, agriculture, or another relevant environmental discipline	✓	
Minimum of 3 years' experience in delivering land management advice	✓	
Has relevant training (e.g. Basis) and memberships (e.g. CIEEM)		✓
Experience with delivering ecological surveys		✓
Experience of undertaking environmentally beneficial land management (e.g. wildlife enhancements, habitat creation)	✓	
Experience of supporting farm businesses to enter agri-environment schemes and undertaking whole farm planning		✓
Demonstrated experience of working positively with a range of landowners and managers (e.g. farmers, estate managers, owners)	✓	
Experience of facilitating farmer groups		✓
Up-to-date working knowledge of wildlife conservation, land management issues/approaches, agricultural policy and agri-environment schemes	✓	
Willingness to travel within the three counties to meet farmers, landowners, and colleagues as required	✓	
Highly organised self-starter with experience of managing own workload with minimum supervision while meeting deadlines	✓	
Excellent verbal and written communication skills applied in a professional manner in a variety of situations (e.g. producing high quality external reports, leading group meetings, and presenting to groups)	✓	
Experienced in writing project proposals and management plans, ideally for paying clients		✓
A current UK-valid driving licence	✓	
Well-developed IT skills with a working knowledge and understanding of MS Office and experience with GIS	✓	
Ability and willingness to demonstrate the BBOWT behaviours of Connect, Grow, Lead by Example, Positivity and Conscious Inclusion	✓	

MEASUREMENTS OF SUCCESS

1. Target income generated thus ensuring ongoing financial sustainability of the Trust's Land Advice Service
2. Contribution to team targets for land area on which advice has been delivered, and where land has been put into positive management as a result of your involvement
3. Regular reporting against KPIs in line with team plan
4. Positive client feedback and evaluation of projects delivered
5. Effective team member positively contributing to the Wider Countryside Conservation team