

Job Description

Discover Rye Harbour Heritage Trainee

Job Title: Discover Rye Harbour Heritage Trainee

Department: Communities and Wildlife

Reporting to: Reserves Manager – Rye Harbour and Senior Communities and Wildlife Officer

Place of Work: Rye Harbour Discovery Centre and Nature Reserve

Job Purpose

To enable a diversity of individuals and groups to take action for wildlife and wild places across all of Sussex through supporting the Communities & Wildlife and Land Management Teams to successfully deliver the NLHF Discover Rye Harbour project through;

- assisting with the delivery of practical habitat management and wildlife monitoring
- assisting with the delivery of activities for schools and communities
- assisting in leading volunteer teams

This job description is a reflection of the current position and may change.

Responsibilities

1. Support the Land Management team in managing the nature reserve through a range of disciplines including practical work and ecological surveys.
2. Assist in livestock management including handling/movements and welfare checks.
3. Maintain tools, tool store and ensure the workshop is in a safe and tidy condition
4. Support the Community & Wildlife team's delivery of their education and community engagement programmes through a range of disciplines
5. Assist in leading volunteer teams.
6. Raise awareness of the Trust and by assisting with guided walks and talks and attending Trust events.
7. Undertake appropriate training to support both teams' work.
8. Promote the work of the Trust & the National Lottery Heritage Fund by contributing to the writing of regular articles for the press and social media.
9. Support the Discover Rye Harbour team and colleagues as required
10. Ensure confidentiality at all times, only releasing confidential information obtained during the course of employment to those acting in an official capacity
11. Comply with the requirements of Data Protection and GDPR
12. Have a flexible approach to working hours, working unsociable hours, evenings and weekends (and emergency cover), as part of an agreed rota may be required on occasion
13. Responsible for the Health, Safety and Welfare of self and others and to comply at all times with the requirements of Health and Safety Regulations
14. Comply with the Trust's Policies and Procedures
15. Comply with the Trust's Behavioural Framework.

The above list should not be regarded as exhaustive, from time to time staff may be required to carry out other such duties as determined by the Trust.

Please note that this position will be subject to DBS clearance

Key Relationships

Internal

1. Discover Rye Harbour Team
2. Communities & Wildlife and Land Management teams
3. Teams across the whole Trust

External

4. Discover Rye Harbour project partners
5. National Lottery Heritage Fund
6. Friends of Rye Harbour Nature Reserve
7. Schools

Experience	<i>Essential</i>	<i>Desirable</i>
Experience of countryside management		✓
Experience of education delivery, with adults or children		✓
Volunteering for a conservation organisation	✓	
Working with volunteers		✓

Knowledge	<i>Essential</i>	<i>Desirable</i>
Knowledge of countryside management and conservation		✓
Issues affecting habitat management and species conservation.		✓
Some wildlife and natural history knowledge	✓	
Local nature reserves and how they benefit the community		✓
An understanding of how social media can communicate the trainee journey at RHNR		✓

Skills	<i>Essential</i>	<i>Desirable</i>
The ability to form effective relationships with a range of diverse individuals and groups	✓	
Effective communication, both verbally and in writing	✓	✓
Able to work on own initiative and as part of a team	✓	
Good IT skills, MS Office suite – Word, Excel and Outlook	✓	
Practical skills and knowledge of hand and power tools		✓

Personal Qualities	<i>Essential</i>	<i>Desirable</i>
A demonstrable personal commitment to wildlife and taking effective action for wildlife	✓	
Having diversity and inclusion as core values	✓	
A high level of commitment, enthusiasm and self-motivation with a flexible and professional approach to work	✓	
A self-disciplined approach to work	✓	
Ability to work co-operatively as part of a team and to support colleagues where appropriate	✓	
Imagination, resourcefulness and diplomacy	✓	
The ability to have challenging and constructive conversations	✓	