

Placement Role Description

Role Title: Apprentice Northern Nature Reserve Officer

Commitment Required: 35 hours per week for 18 months

Based At: Gosling Sike, Houghton, Carlisle CA3 0LD with regular travel across North Cumbria

Reports to: Northern Nature Reserves Manager

Role Purpose:

To support Cumbria Wildlife Trust's northern team working on nature reserves and community sites across north Cumbria. The Apprentice Northern Nature Reserves Officer will gain experience of practical conservation and habitat/species monitoring at nature reserves, community wildlife sites, and wildlife gardens across north Cumbria, and be involved in volunteer management, community engagement, and events at the Gosling Sike Discovery Centre and wildlife garden in Carlisle.

Special Features of the Role:

This role is part of the Yorkshire Dales Millennium Trust's Green Futures programme and will include paid time off to complete a Level 2 Countryside Worker apprenticeship at Craven College and other work related training. Some evening and weekend working may be required.

Main Responsibilities and Accountabilities:

Nature Reserves

Assisting with the management of infrastructure and habitats on nature reserves, including all aspects of practical conservation work tasks such as tree planting, scrub removal and dry stone walling and other tasks.

Support development work for public understanding of the wildlife and the role of nature reserves in conservation practice, as required.

Ensure that all tools and vehicles are properly maintained and fit for purpose. Ensure that all records of maintenance checks are kept up to date and in accordance with Cumbria Wildlife Trust codes of practice.

Ensure that Health and Safety standards are met.

Wildlife gardening

Maintenance of a community wildlife garden working with a volunteer group to carry out seasonal tasks such as planting, pruning, and infrastructure maintenance.

Working in the wildflower and plant nursery to grow plants and trees for habitat restoration, community projects, and general sale, including responsibility for regular, routine facilities checks.

Assisting visiting volunteer groups with gardening and woodworking tasks including adults with learning disabilities and young people.

People engagement

All of our sites receive visits from the general public and specialist naturalists. Gosling Sike is a particular focus for development in 2021 and there'll be opportunities to be involved with event management and delivery for a range of events from family days to specialist courses and workshops. There'll also be lots of volunteer gardening days for members of the public and groups from organisations like Carlisle Youth Zone and Carlisle Mencap so the apprentice will be working with diverse audiences with a range of backgrounds and levels of natural history engagement and experience.



Cumbria
Wildlife Trust

Staff and volunteer responsibilities

Assist staff in developing and maintaining an effective support group for the nature reserves and community wildlife garden including working with other volunteers from the local community and other organisations and groups. Develop good working relationships with groups and volunteers.

Monitoring and Surveys

Assist with systematic monitoring of features of conservation interest identified in the nature reserve and garden management plans and other approved monitoring projects.

Stakeholder Liaison

Assist staff in developing sound working relationships with a broad spectrum of stakeholders. Promote the interests of Cumbria Wildlife Trust in the wider community and seek to develop effective partnership working. Provide a professional welcome to all visitors to the Gosling Sike centre and wildlife garden and represent the Trust at events and conservation days at nature reserves across north Cumbria.

Administration

Respond to telephone calls, e-mails and other enquiries. Ensure all Cumbria Wildlife Trust administrative documentation is completed. Assist with the recording and analysis of data from monitoring work.

Communications

Assist with event promotion including production and distribution of marketing materials. Promote the work of Cumbria Wildlife Trust and seasonal highlights in the nature reserves and gardens through regular blog posts, contributions to e-newsletters, and use of social media.

Supporting the Trust – other tasks:

Be proactive in increasing the Trust's membership and raising the profile of Cumbria Wildlife Trust.

Develop and participate in educational aspects of the Trust's work including events, guided walks and illustrated talks.

Any other duties that may reasonably arise from time to time.

All tasks and responsibilities to be carried out in accordance with the Trust's policies and procedures.

*Due to the location of the nature reserves **applicants will need their own transport**, however travel expenses will be reimbursed. This apprenticeship would suit a person who has an interest in natural history and some previous experience of working outdoors. Good organisation skills, and an ability to work and communicate with people of all ages is also important.*

Date: Dec 2020