

## Hampshire & Isle of Wight Wildlife Trust

### JOB DESCRIPTION

1. IDENTIFICATION OF JOB	
<b>Job Title</b>	Seasonal Warden (Testwood Lakes)
<b>Department</b>	Nature Recovery Hampshire
<b>Responsible to</b>	Reserves Officer (Lower Test Valley)
<b>Responsible For</b>	None
<b>Level</b>	A
<b>Location</b>	Testwood Lakes, Brunel Road, Calmore, Totton, Hampshire, SO40 3YD
<b>Budgetary Responsibility</b>	N/A

2. OVERALL PURPOSE OF JOB
<p>As part of the Test Valley Team, the posts provide an important visual presence at one of the Trust's flagship reserves. Testwood Lakes Nature Reserve is a popular destination for the public and provides an important countryside destination in close proximity to Totton and Southampton. Part of the reserve is a multifunctional site providing access and use for angling, recreation and dog walkers. The Education Centre is a busy destination for visiting school groups and at weekend hosts a multitude of children and family groups.</p> <p>The post holder will assist the Reserve and Education team by providing a visual presence at the reserve during weekends and bank holidays. Positive &amp; confident engagement with the public is a necessity to promote the importance of the reserve for wildlife and Trust's interests while reinforcing responsible use of the site. The post holder will act as a point of contact for any weekend volunteers.</p> <p>Minor estate duties will be required, including livestock looking and cutting back path edges. Short visits to the adjacent Lower Test Nature Reserve will also be required</p> <p>DBS will be required due to the nature of engagement.</p>

3. MAIN RESPONSIBILITIES
<p><b>Wardening:</b></p> <ul style="list-style-type: none"> <li>• Provide a friendly visual presence in public areas responding to queries and positively engaging where possible.</li> <li>• Politely &amp; confidently communicate appropriate use of the site (e.g. dog walking) in a safe &amp; professional manner.</li> <li>• Increase visitors' understanding and appreciation of the work carried out by the Trust at Testwood Lakes and across the county.</li> <li>• Promote and encourage visitors to support the Trust through membership, donations, attending events and volunteering.</li> <li>• Record incident and estate maintenance, logging work as you go.</li> <li>• Reporting issues to the relevant people and organisations.</li> <li>• Be point of contact for weekend volunteers.</li> <li>• Open and close hides.</li> <li>• Open and close the site, as required, keeping the site secure.</li> </ul>

### **Estate management**

- Inspect boundaries, paths and infrastructure and undertake small repairs, where appropriate.
- Undertake livestock looking.
- Undertake minor estate duties as directed by Reserve team.
- Help maintain the site in a clean & tidy condition, including litter picking.

### **Contributing to the success of the Trust:**

- Maintain excellent communication with other staff across the Trust and embody a positive culture of sharing and learning.

## **4. JOB SPECIFICATION / SCOPE OF ROLE**

- The role has regular contact with the general public.
- Weekend and bank holiday work will be required as your regular working pattern.
- Some travel to other local sites will be expected with this role.

### **Miscellaneous**

- To abide by Trust procedures and policies, in particular Health & Safety and Equal Opportunities, Safeguarding & Child Protection and GDPR.
- Follow finance policies, processes and procedures.
- To promote the Trust wherever possible, in particular recruiting new members
- To undertake additional duties commensurate with the post as may be reasonably requested from time to time.

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### PERSON SPECIFICATION

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<b>Department</b>	Nature Recovery Hampshire

**Below is the list of experience, knowledge, skills and personal qualities needed for the above role.**

<b>Area A EXPERIENCE</b>
<b>Essential:</b> <ul style="list-style-type: none"> <li>• Experience of working with and engaging with the general public.</li> </ul> <b>Desirable:</b> <ul style="list-style-type: none"> <li>• Previous employment or volunteering experience in a related field.</li> <li>• Experience of working with Volunteers.</li> <li>• Experience in livestock looking.</li> </ul>
<b>Area B KNOWLEDGE &amp; QUALIFICATIONS</b>
<b>Essential:</b> <ul style="list-style-type: none"> <li>• A genuine interest in and knowledge of wildlife and nature conservation.</li> <li>• A genuine interest in positively engaging the public.</li> <li>• Full UK driving licence.</li> </ul> <b>Desirable:</b> <ul style="list-style-type: none"> <li>• Knowledge of the local area.</li> <li>• A basic understanding of ecology and habitat management.</li> <li>• Current first aid certificate.</li> </ul>
<b>Area C SKILLS</b>
<b>Essential:</b> <ul style="list-style-type: none"> <li>• Good communication skills, confident with face-to-face communication.</li> <li>• Entry level IT literate (particularly Microsoft Word, Excel, Outlook).</li> <li>• Basic practical skills (e.g., hand tools, fencing).</li> <li>• Good conflict management skills.</li> </ul> <b>Desirable:</b> <ul style="list-style-type: none"> <li>• Ability to enthuse visitors.</li> </ul>
<b>Area D PERSONAL QUALITIES</b>
<b>Essential:</b> <ul style="list-style-type: none"> <li>• Resilient.</li> <li>• Approachable and friendly manner- a real 'people person'.</li> <li>• Effective communicator.</li> <li>• Self-motivating.</li> <li>• Ability to deal with challenging situations.</li> <li>• Work well in a small team.</li> <li>• Affinity with the Trust's vision, values and organisational culture.</li> <li>• Willingness to work unsocial hours, including bank holiday and weekend work, this may include some lone-working.</li> </ul>