Habitats & Heritage Nature Conservation Assistant

Job Description

Job Title: Nature Conservation Assistant
Employer: Habitats & Heritage
Salary: £24,337
Hours: Permanent Full Time (35 hours per week – including evening / weekend work)
Holiday entitlement: 33 days (25 days holiday + 8 public holidays)
Reports to: Nature Conservation Lead
Location: Home / office hybrid. Expected 3 – 4 days in the office or on-site, meeting groups and running sessions. Our office is located in the ETNA centre, Twickenham. The role will require frequent travel to and work in Hounslow.

Application deadline: Friday 10th May at 9am.
Interviews: Monday 20th May 2024
Start Date: 3rd June 2024 (or as close as possible.)

The Charity – Habitats & Heritage

Habitats & Heritage is the local charity that acts for the natural and historic environment and climate in south and west London. We take care of our local landscape; its wildlife, ecosystems, heritage as well as fostering sustainable behaviours by:

- Using our local **knowledge** and experience to lead the way in protecting and creating a better and more **sustainable** environment for everyone.
- Working in **partnership** with others to raise awareness and address local environmental and heritage issues.
- Bringing people together to better understand, learn and **connect** with and enjoy their local environment and heritage.
- **Empowering** and mobilising communities to enhance and maintain the spaces they care about.
- Building better quality habitats and ecosystems for nature and wildlife to thrive.
- Encouraging **accessibility** and **involvement** to ensure everyone enjoys and experiences the positive health and wellbeing benefits from spending time in our natural and historic environment.

We are based in Twickenham and work across the London Boroughs of: Richmond; Hounslow; Kingston; Wandsworth; and Merton.

Purpose of Job

The local charity, Habitats & Heritage, is seeking a Conservation Assistant to provide support to the Nature Conservation Lead in the delivery of a range of projects including: H&H Green hubs; youth volunteering; community engagement projects; supporting borough biodiversity partnerships as well as education and citizen science projects. We are looking for a candidate with a positive attitude, who is willing and able to learn and adapt to support the project. The post holder will be supported to deliver educational outreach events and practical conservation workdays, and improve their biodiversity identification and recording skills. In addition, the successful applicant will be actively engaged in fundraising, communication and project management.

Key Responsibilities and Tasks

1) To support volunteer conservation work parties, leading conservation action through the Green Hubs or Youth volunteering programme.
2) Work with the Nature Conservation Lead to plan and design green hubs, liaise and consult with the community.
3) Liaise with local authority and management contractors, as supporters of projects, to plan and deliver programme activities.
4) To develop and strengthen links with the community to ensure that projects engage with the general public, but also with hard to reach groups including ethnic minorities, individuals with disabilities and the unemployed.
5) Complete monitoring report forms, volunteer records and other administrative tasks.
6) Undertake training where appropriate.
7) To deputise on behalf of the Nature Conservation Lead as and when required.
8) Analyse and interpret citizen science and survey data.
9) Deliver education sessions and information about projects.
10) Develop and lead projects that the candidate has an interest and/ or expertise in.

Other requirements

The role will require some lone working and outside working within parks and green spaces, distributing promotional materials and some home working, in addition to working in our office at the ETNA Community Centre. The role will include supporting the wider team with activities that promote the mission of Habitats & Heritage, this includes using social media and supporting other team members where appropriate. Applicants must be willing to work regular weekends and occasional evenings.

Person specification

Interpersonal Skills

- Excellent team-working with people of diverse backgrounds (essential).
- Excellent oral communication skills including ability to adapt communication styles to a variety of circumstances (essential).
- Ability to work independently and be self-motivated (essential).
- Highly motivated with a passion for conserving the environment (essential).

Training and experience

- Undergraduate degree in related subject (e.g. Conservation, Ecology, Biology, Geography) (highly desirable).
- Post graduate degree in a related subject (desirable)
- Practical conservation experience – voluntary or paid (essential).
- Leading practical conservation workdays (desirable)
- UK driving licence (desirable).

Knowledge and Skills

- Knowledge of, interest in and passion for wildlife, nature and the environment (essential).
- Computer and social media literacy skills - Excel, Word, PowerPoint (essential)
- Conducting research, writing reports and delivering presentations (essential)
- Skills in biodiversity identification, monitoring and recording. (desirable)

Application process

Please submit your CV and a personal statement (one side of A4) to the nature conservation lead, Charlotte Harris: charlotte@habitatsandheritage.org.uk

Applications will be assessed against the following key criteria:

1) Knowledge of biodiversity, nature conservation and environment.
2) Experience in nature conservation activities – paid or voluntary.
3) Understanding of how to effectively work as part of a diverse team.
4) Ability to inspire groups of people e.g. volunteers/ education/ colleagues etc.

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If you have any questions about the application process, please contact Charlotte Harris by email: charlotte@habitatsandheritage.org.uk