**JOB DESCRIPTION**

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**Job Title:** Head of Estates

**Function:** To lead the Estates team, taking proactive, strategic,

management responsibility for the management of its staff,

 nature reserves and the land that it manages for third

 parties, in order to maximise KWT's wildlife impact.

**Responsible to:** The Chief Executive

**Responsible for:** Reserve Managers

**Other Working Relationships**

Within the organisation: The post holder will be part of the Senior Management Team and will be responsible for delivering relevant parts of KWT’s Strategic Plan. Key working relationships will include: Head of Conservation Delivery & Partnerships; Head of Conservation Policy & Advocacy; Head of Finance; Head of Fundraising; and Head of People Engagement.

 Other staff, contractors, volunteers, Trustees

Outside the organisation: KD AONB, HW AONB, Natural England, DEFRA/RPA, Forestry Commission, Environment Agency, Local Authorities, other landowners, other conservation bodies such as National Trust, RSPB and specialist conservation groups.

Kent Wildlife Trust

Kent Wildlife Trust is one of the largest of the 47 Wildlife Trusts, which together make up the Wildlife Trusts Partnership. We are supported and governed by our 30,000 members, and have the simple aim of protecting Kent’s wildlife for the future. To this end, we own or manage some 65 nature reserves covering over 8,100 acres; we campaign and lobby politicians, decision makers and landowners to ensure site protection and good habitat management; and we run a full programme of education work with schools, colleges and adult groups. The Trust also has five Visitor Centres.

The Trust operates from its headquarters at Tyland Barn, just north of Maidstone. The 85 professional and support staff work within five sections of Estates; Conservation, Policy & Evidence; People Engagement; Marketing and Membership; Finance and Support Services.

Visit our website to see the range of our activities – [www.kentwildlifetrust.org.uk](http://www.kentwildlifetrust.org.uk/).

Job Purpose

This is an extremely exciting and rare opportunity for someone with a proven commitment to conservation to make a real difference to the conservation of our wildlife heritage in Kent.

This post draws together a number of tasks that are crucial to the Trust’s strategy for land management operations. This is a post which will use to the full a broad mixture of skills built on wide, hands-on experience. The qualities of the individual appointed to the post will play a large part in determining the nature of the job.

The post holder will play a key part in ensuring that Kent Wildlife Trust can continue to carry out its vital work in conservation, and has the revenues to continue making a difference.

#  Principal Duties

Undertake the effective management and development of the Estates team including:

* Line management and performance management of staff
* Work planning and prioritisation
* Regular liaison and support

Working with the Chief Executive, within the context of Kent Wildlife Trust’s Strategic Plan, produce a land management strategy and annual work programme for our land holdings to develop and take forward our land management operations.

As a member of the Senior Management Team, work co-operatively with the Chief Executive and the other senior managers to ensure the effective overall development and management of the Trust through its adopted Strategy. Attend Trustee and other meetings as required.

Working with the Estates team, ensure the effective implementation of the strategy and work programme to agreed standards and within budget.

Oversee the effective management of RPA mapping and compliance, contract management and grazing through the four leads.

Have due regard to health & safety issues, including ensuring that all works by staff and volunteers is carried out in line with KWTs H&S policy.

Through regular meetings with reserve staff and site visits, ensure that habitat restoration needs, capital projects and annual maintenance needs are developed according to proper procedures, coordinated within capacity, resources and time constraints and carried out to the highest possible standards.

Oversee and direct the conservation grazing operation ensuring it is effective in the delivery of site conservation objectives, is compliant with all livestock management and welfare requirements, meeting cross compliance requirements of Single Payment and Environmental Stewardship schemes and, where possible, producing an agricultural output and income to ensure its economic sustainability

Oversee an effective programme of updating site management plans for adoption by KWT and approval by Natural England where appropriate, achieving this through Reserve Managers and, where appropriate consultants.

With the support of the Reserves Managers, manage and oversee the process of applying for, claiming, and fulfilling the obligations of grants and area payments such as the Single Payment, Higher Level Stewardship Scheme, Woodland Grants Scheme and other schemes as they arise from statutory bodies such as DEFRA/RPA, Natural England, Forestry Commission and Environment Agency.

Assist and cooperate with the fundraising team in the development of funding proposals and fulfilment of funder obligations ensuring the provision of accurate and timely information and working to deadlines.

Ensure the development and maintenance of effective information management systems to support the nature reserves management operation.

Develop and implement (with other Conservation leads) a strategy for effective ecological and environmental monitoring of habitats and impact of management works on key species and habitat requirements.

Ensure that all agreed organisational policies and procedures are understood and implemented by the nature Estates team, paying particular attention to (through specialist post) Health and Safety procedures and guidelines.

Develop good communications and partnerships with other organisations to secure their understanding of, and support for KWT’s work.

Share with all staff a common duty to recruit members and volunteers, raise funds and enhance the good reputation of KWT wherever the opportunity arises.

Undertake other ad hoc duties as reasonably requested by and/or agreed with the Chief Executive.

LIMITS OF AUTHORITY

* Sign own correspondence
* Authorise expenditure within agreed limits and agreed budgets
* Take day to day decisions on priorities within agreed work programme
* External representation of Kent Wildlife Trust as appropriate, including via external forums and to the media.
* Performance management and discipline of estates team staff

# Skills, Qualifications & Experience

**The post holder will be able to demonstrate:**

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| --- | --- | --- |
| **Experience** | **Essential** | **Desirable** |
| Sound understanding and technical knowledge of wildlife conservation and land management issues and methods as they apply to Kent’s wildlife habitats | X |  |
| Developing and delivering land management strategies aimed at maximising wildlife value. | X |  |
| Effective people management | X |  |
| Good understanding of agri-environment schemes (such as Single Payment Higher Level Stewardship and Woodland Grants Scheme) | X |  |
| Demonstrable understanding of legal aspects of land ownership, procurement of services contracts and tenancies could be an advantage | X |  |
| Significant experience of compiling and coordinating complex budgets | X |  |
| Effective working as a member of a Senior Management Team |  | X |
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| **Skills and qualities** |  |  |
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| A strong commitment to nature conservation  | X |  |
| A passion for environmental and conservation issues | X |  |
| Good written and oral presentation skills and experience | X |  |
| An ability to communicate clearly, accurately and concisely – both in writing and face-to-face | X |  |
| Ability to build purposeful relationships both in person and remotely | X |  |
| Team player, able to work with various departments to coordinate activities. | X |  |
| Self-motivation with a proven ability to prioritise workloads and meet deadlines | X |  |
| A high degree of competence in the use of IT systems, particularly word processing, spreadsheets (experience as a user is an advantage but training can be given), and information management | X |  |
| High degree of numeracy | X |  |
| Strong organisational and administrative skills | X |  |
| Preparedness to work unsociable hours including occasional evening and weekend work, attending meetings and achieving deadlines | X |  |
| Degree level or equivalent in an ecological and/or land management discipline |  | X |
| Current driving licence (clean) | X |  |
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# Other Considerations

1. The post is advertised as a full-time post but flexible, part-time arrangements will be consideredproviding that they apply throughout the year.
2. The post is offered on a permanent contract.
3. Appointment will be subject to a six month probationary period.
4. No person shall be treated less favourably than another on the grounds of sex, sexual orientation, marital status, race, ethnic or national origin, religion, colour, age or disability.
5. Appointment is conditional upon receipt of satisfactory references.
6. The Trust operates a no smoking policy.
7. Kent Wildlife Trust is an equal opportunities employer and applicants for staff vacancies shall be short-listed for interview and appointed purely on the grounds of their suitability for the post as laid out in the advertised job description.
8. All staff share a common duty to recruit members and volunteers and enhance the good reputation of the Trust whenever the opportunity arises
9. KWT aims actively to enhance, wherever possible, the opportunities for people with disabilities to experience, understand and enjoy the natural environment. All staff share the responsibility in achieving this. Further information is available from the Head of People Engagement.
10. Under Section 7 of the Health and Safety at Work Act 1974, all staff have a legal responsibility to:
	1. take all reasonable care of their health and safety while at work;
	2. ensure as far as reasonably practicable the safety of other persons,

 whether other employees or members of the public, who may be

adversely affected by their own actions

* 1. co-operate with the Trust to enable it to discharge its obligations

 satisfactorily.

# Employment Package

The salary for this post is up to £43,000. The salary awarded to the successful candidate will take into account skills and experience.

Salary will be reviewed annually and will depend on inflation, performance and available finances.

Normal working hours are a 37.5 hour week, which will involve some evening and weekend working. Some flexibility will be possible within the demands of the post. Overtime is not paid, but time may be taken off in lieu. The KWT holiday allowance for full time workers is 23 days a year plus 8 days’ statutory holidays.

After 3 months in post, eligible staff will be automatically enrolled into a workplace pension scheme*.* Trust will contribute 9% of gross salary provided the employee contributes a minimum of 4%.

# Procedure for Applicants

## Applications

Applicants should read the Guidance Notes carefully before completing the application form. Please DO NOT send your CV.

If you wish to discuss this post, please get in touch with Jackie Lawrence via jackie.lawrence@kentwildlife.org.uk in order to arrange an informal discussion with the current incumbent and/ or KWTs CEO.

**The closing date for applications is mid-day on Monday 8th October 2018**

## Interviews

Interviews will be held on **Wednesday 17th October 2018** and will include a competency based panel interview, video interview, presentation and facilitated task.