



Yorkshire Wildlife Trust

Skills for Climate Change Supervisor

Context

The Trust operates throughout the traditional county of Yorkshire (i.e. all of the Yorkshire and Humber region except North Lincolnshire) from the Humber to the Pennines and from the Dales and Moors to the urban conurbations of the south. It is the second oldest of the 47 Wildlife Trusts which work in partnership together covering the whole of the UK. The Trust's principle vision is to work for a Yorkshire rich in wildlife, valued and enjoyed by people.

The Trust seeks to realise this vision through the objectives identified in the Development Plan and Business Plan. Activities that the Trust undertakes to achieve the plans are nature reserve management of 80 reserves covering 2,500 hectares scattered across the region, specialist projects in river and wetland management, community development and environmental education activities, publicity and promotion and campaigning and policy work.

The Trust employs 82 staff (equivalent of 70 F/T staff) and, crucially, enjoys the support of 32,000 members. The staff work through six teams: administration & finance; fundraising & communications; and four conservation delivery teams – northern, central, southern and policy. Each team has a manager who reports to the Chief Executive who is responsible for the operations of the Trust and, in turn, reports to the Board of Trustees who govern the organisation.

The Trust engages more than 600 dedicated volunteers and voluntary trainees in its work. They make a huge contribution by giving time, skills, knowledge, enthusiasm and local ownership to our vision. All employees are expected to encourage, develop and support volunteer involvement wherever possible.

The Skills for Wildlife Post Supervisor will work within the South and West Area Team to supervise a team of 8 part time trainees. The trainee scheme will operate in and around the Trusts exciting new operation at Stirley Farm near Huddersfield.

Skills for Climate Change Supervisor

Job Description

Outline

Responsible to: West Yorkshire Programme Manager

Responsible for: Voluntary Trainees, Volunteer Group Coordinators, Contractors and Volunteers.

Brief:

The Skills for Climate Change Supervisor will manage, support and supervise a small team of eight trainees who will all be previously *not in employment, education or training* (NEET). The trainees will be engaged in a fun and challenging training programme. The supervisor will support and manage the trainee team to deliver a programme of practical tasks on the Stirley Site and other sites across South and West Yorkshire. The supervisor will be responsible for the day to day planning and supervision of these tasks as well as the development and management of training and work related placement opportunities for the members of the trainee team. The project is funded by Kirklees Council and will be delivered in partnership with Sheffield Wildlife Trust and Able. The supervisor will be responsible for managing the project and will be directly responsible for claims and project reports. The trainee placements will spend 2-3 days a week with the supervisor in two groups of 4, one day with YWT undertaking accredited training and basic skills support and the rest of the week with Able gaining building and other skills.

During the course of their work, the Skills For Wildlife Supervisor will be expected to deal with a variety of routine work activities though these are likely to be in different situations and will require a variety of skills – particularly in relation to ensuring the quality of work delivered whilst providing a varied and valuable experience for trainees across a range of practical tasks and different sites including ensuring compliance with health & safety, equal opportunities, environmental and other policies and procedures.

Much of the work of the Skills for Wildlife Supervisor is expected to be carried out with little direct supervision from their line manager – particularly the day to day management of the Sites Team when preparing for, carrying out and finishing off practical work out on site.

Job Description

Supervision of the trainee team and implementation of the training and development programme

- Assist in the development of the training programme.
- Manage the team's work programme.
- Ensure that the team members receive appropriate practical and theoretical training.
- Support team members in working towards appropriate qualifications.
- Support team members in their pursuit of employment opportunities.
- Carry put regular supervision meetings and support the personal development of the team
- Undertake the day to day organisation of the team.
- To deliver appropriate training to team members and ensure they are adequately assessed in their progress towards gaining qualifications, skills and experience.

Project management and administration

- Ensure that the projects in the training programme are completed on time, to budget and to the quality standards expected by Yorkshire Wildlife Trust, clients, partners and funders and to ensure that the necessary resources are available.
- To ensure the safe use, storage and maintenance of tools, required by the team.
- To record team members' attendance details, submit time sheets and monitor learning outcomes to the project.
- To ensure that all work undertaken meets the requirements of the Health and Safety at Work Act and other relevant legislation.
- To ensure that, where appropriate, risk assessments are undertaken and acted upon.
- To ensure that documentation required by Stakeholders is completed accurately and promptly.

Other

- Promote Yorkshire Wildlife Trust and the Partnership whenever possible.

- Abide by all Trust policies and procedures.
- Undertake other duties as requested by your line manager and in line with the post.

Skills for Climate Change Supervisor

Person Specification

Criteria	Essential or Desirable
Experience	
Experience of managing projects	Desirable
Practical hands-on experience of land management for nature conservation	Essential
Experience of running training programmes	Desirable
Experience of working in a busy farm environment and working with cattle	Essential
Experience of working with unemployed people	Desirable
Experience of managing volunteers and working with volunteer and community groups	Essential
Experience of delivering accredited training opportunities	Essential
Experience of managing reserves for the benefit of both wildlife and people	Essential
Knowledge and Understanding	
A good understanding of Living Landscapes, and landscape scale land management	Desirable
A strong understanding of how to manage reserves for the benefit of wildlife whilst also inspiring and empowering people to realise the Trust's vision of living landscapes and living seas.	Desirable
A good understanding of ecology and conservation	Desirable
Skills and Qualifications	
Excellent written and verbal communication skills	Essential
A full driving licence	Essential
Qualifications and tickets relating to practical land management and /or conservation	Essential

Personal Qualities

A keen team working approach, but with the ability to work alone.

Essential

Organised and effective

Essential

The ability to work effectively with a wide range of people

Essential

Ability to work with, and promote working with volunteers

Essential

An enthusiastic “can do” and flexible approach

Essential

Skills for Climate Change Supervisor

Job Specification

Details

Terms and Conditions

Salary:	£23,000 p.a.
Hours:	35 working hours per week, Monday to Friday. The nature of the post's duties may from time-to-time require evening and weekend work. Paid overtime is not available, but time off in lieu will be given.
Holidays:	25 working days per annum in addition to normal public holidays.
Contract:	Fixed term until 31 November 2012
Pensions:	On satisfactory completion of the 6 month probationary period the employee will be eligible to enter the Trust's group stakeholder pension scheme and the Trust will contribute up to 5% of salary to this scheme.
Childcare Vouchers	The Trust operates a Childcare Voucher Scheme, details of which are available on request.
Employee Assistance Programme:	The Trust provides paid staff with access to an Employee Assistance Programme. This is a confidential service which aims to provide staff with support for a range of issues. Further details are available from the HR and Training Manager.
Notice Period:	4 weeks.
Place of Work:	The post will be based at Stirley Farm, near Huddersfield.
Travel:	Public transport is encouraged although pool vehicles are available. In exceptional circumstances the use of the officer's own vehicle may be necessary for business use for which a mileage rate will be paid.
Training:	The Trust is fully committed to personal development and training.
Closing date:	9am on Wednesday 15 February 2012
Interview dates:	Wednesday 22 February 2012