

# Vacancy Information - Future Jobs Fund

18 to 24 -   
Hotspot -

If Hotspot please give postcode for areas:

jobcentreplus

## Bidder Information **NOT THE EMPLOYER**

Contact Name: Kelly Brotherhood  
Position: Project Development Manager  
Address: The Wildlife Trusts  
The Kiln  
Waterside  
Mather Road  
Newark  
Nottinghamshire  
Post Code: NG24 1WT  
Telephone: 01636 670074  
Fax:  
Provider Reference/number: FJF-2009-07-175-N-EXT  
No. of Employees:  
Disability Symbol user? Yes/No  
Provider Record no:  
Type of Business: Charity

## Employer Details

Name of Employer (if different from Bidder): Warwickshire Wildlife Trust  
Contact Name: Jen Jones  
Position: Education and Training Manager  
Address: Brandon Marsh Nature Centre  
Brandon Lane  
Coventry  
Post Code: CV3 3GW  
Telephone: 02476 302912  
Fax: 02476 639556  
Provider Reference/number:

## Vacancy Details

Job Title: Community and Conservation Assistant  
Number Required: 2  
Start Date: Interview date Monday 9<sup>th</sup> August 2010 **Start Date Monday 23<sup>rd</sup> August 2010**  
Days/Hours to be worked: 25 Wage: £3.57 per hour aged 16-17, £4.83 per hour aged 18-21, £5.80 aged 22 years and above. Increase 01/10/10  
Referral Arrangements (if other please state below): Jobcentre Application to Employer Duration: 6 Months

Application forms to be sent via JCP to Jen Jones

Placement/Job Description:

### **The job:**

- The practical conservation assistant will carry out practical habitat management on the Trust's 56 nature reserves and in the wider landscape.
- This will involve working outdoors at least 3 days each

week undertaking practical tasks ranging from hedge laying and coppicing, species monitoring and grassland management.

- In addition the role will involve some administration support duties in the office. It is therefore essential that candidates possess an interest in the environment and computer skills i.e. some experience of Microsoft Office is required
- Attend team meetings as appropriate
- There will also be a mini project to complete over the 6 months
- Prepare reports as and when necessary
- Training in tool use, habitat management and species recording will be given.

**Knowledge**

Some current environmental and wildlife awareness  
Some ecological/wildlife knowledge or interest

**Skills**

An open and enthusiastic approach to wildlife conservation  
Ability to work with volunteers  
Organise files and paperwork  
Good communication skills (both written and oral)

**Abilities**

To recognise and manage priorities  
To work on own initiative and as part of a team  
To delegate activities to volunteers  
To be computer literate  
To work outside in all weathers  
To have access to appropriate travel arrangements to and from place of employment

**Training**

Full induction training and any on the job training required to fulfil this role will be given and an opportunity to undertake John Muir Award with support from trained staff  
There will be a mini project to complete

Additional information/Person Specification:

- Will be required to work outdoors in all weathers

No of references required: 2

For Jobcentre Plus use Only		
	Name	Date
LMS Updated (under 24)		
LMS Updated (over 24)		