

Job Description

Job title: Reserves Officer (West)

Contract: Fixed term for 3 years, full time (35 hours per week).

Working base: Mainly covering Ceredigion and Pembrokeshire. Based at The Welsh Wildlife Centre in Cilgerran with the ability to work from home on occasion.

Team: Conservation

Responsible to: Reserves Manager West (Pembrokeshire and Ceredigion)

Responsible for: Volunteers, contractors, student placements

Salary: £26,690

Background

The Wildlife Trust of South & West Wales is a charity dedicated to protecting the region's most precious wild places for people and wildlife. We work on our reserves and beyond to rebuild biodiversity across the region. We work to empower individuals and communities to take action for the natural world. We campaign for better protection of our environment both locally and nationally. We have over 9000 members, 500 volunteers and manage over 2000 hectares of land on over 100 nature reserves, including Skomer and Skokholm Island.

We are one of 46 Wildlife Trusts spanning the UK. Each Wildlife Trust is an independent charity meaning we can respond to local needs and opportunities quickly, but we can also use the leverage of our other Wildlife Trust partners throughout the UK when strength in numbers is needed.

As part of our small and dedicated conservation team, you will contribute to our 30 by 30 target – 30% of Wales' land and sea protected and positively managed for nature by 2030. This is one of three key goals detailed in our strategy. Essentially, by increasing habitat extent and connectivity on a landscape scale, we seek to expedite the rate of nature recovery and improve nature resilience throughout our large area of operation, and Wales as a whole.

Our strategy

Action for Nature: **30% of land and sea managed for nature by 2030**

Action with people: **one in four people taking action for nature by 2030**

Action on Climate: **net Zero by 2030**

Read more here: [Our Wilder Strategy | The Wildlife Trust of South and West Wales](#)

Overall purpose of job

The Reserves Officer will support the delivery of work on our nature reserves as we endeavour to ensure our reserves are delivering the maximum benefits for biodiversity and reserve users. This will involve:

- Supporting the restoration of temperate rainforest habitats across our woodland creation sites, as part of The Wildlife Trusts' UK-wide Aviva-funded project, and to be the first point of contact for project enquiries.
- Assisting the Conservation Team staff in the delivery of habitat management, estates work and occasional contract work.
- Arranging, organising & running volunteer workdays and individual volunteer work within the county areas.
- Carrying out survey & monitoring work to inform work planning, management plans and reporting.

Main responsibilities

- To work with partners, colleagues, contractors, and volunteers to deliver woodland creation and associated activities (monitoring, reporting, community engagement) on existing sites as part of our rainforest creation project.
- To work with internal and external colleagues to identify new woodland creation sites for the rainforest creation project within the WTSWW region.
- To work closely with the WTW/RSWT temperate rainforest restoration programme team and to act as the first point of contact for site acquisition, management and monitoring for the rainforest creation project.
- To assist Reserves Manager West and Ceredigion Wildlife Trust Officer in management and maintenance of nature reserves.
- To lead on habitat & reserves management tasks with due consideration to site management plans, the Sustainable Farming Scheme, and environmental legislation.
- To arrange, organise & run volunteer workdays.
- To occasionally work in other counties as instructed by Reserves Manager & county staff.
- Ensure all site, activity & environmental risk assessments are completed and controls applied, ensuring all work is undertaken in accordance with the Health & Safety at Work Act 1974 and other relevant legislation, industry best practice, codes of practice and guidance.
- Assist with hazard tree assessments, general risk assessments, and COSHH assessments where appropriate.
- Carry out periodical safety inspections and daily maintenance/repair of tools, machinery, vehicles and trailers and maintain adequate records inspections and undertake other administrative duties appropriate to the post.
- To work as part of the wider WTSWW team in supporting its activities as requested.
- Represent WTSWW appropriately when in the local community.
- To maximise every opportunity to promote the Trust and recruit new members.
- To undertake other duties appropriate to the post, that may be requested from time to time by the Line Manager or other members of Senior Management.

Job specification

Management and supervision: The post holder will also be responsible for supervision of volunteers and contractors. They will also work closely with the Ceredigion Wildlife Trust Officer, Senior Conservation Officer, and other Nature Reserves staff members.

Accountability and resources: The post holder will assist with allocating project budgets. In doing so, they will also be expected to contribute to putting together methodologies for projects delivered by the Trust. They will also be responsible for invoicing and reporting on contracts delivered. The post holder will be responsible for the safe delivery of practical work to a professional standard and the assessment and maintenance of reserves infrastructure relating to safe public access.

Job impact: This role has external impact on the reputation of WTSWW through the successful delivery of projects, contract work across the WTSWW area, and the management of nature reserves. In addition, the role has a much wider impact with regard to WTSWW's reputation, through management of volunteers and engagement with partner organisations.

Independence and judgement: This role requires independence and an ability to make decisions locally on a regular basis when not following standard methodologies. Assistance is available from all members of the Senior Management Team as well as the Reserves Manager West. The post requires a developing knowledge of the local area, including its habitats, species, and their ecology - and to apply this to decisions regarding conservation projects.

People and contacts: This post will require regular partnership working with other organisations, including WTW/RSWT staff, working on the temperate rainforest project. It will also include contact with individual landowners, volunteers and students. It will also include working with press and media on occasion.

Creativity and innovation: Problem-solving required in habitat and species management and ecological surveys in the face of climate breakdown requires an innovative approach and the ability to adapt knowledge. Additionally, the post holder will be actively encouraged to input ideas towards the management of nature reserves and will be expected to lead on work programming, work planning and the writing of management plans.

Working conditions: Office space will be available at our Welsh Wildlife Centre office in Cilgerran, with the ability to work from home when needed and the post-holder will occasionally be required to work elsewhere in the Trust area. Some evening and weekend work will be required, and the Trust operates a flexi and TOIL working system. The Trust has a good record of working flexibly to take account of any particular needs our staff have.

Person specification

	Essential	Desirable
Knowledge		
A degree/professional/industry qualification and/or sufficient relevant experience to cover the requirements of the post.	✓	
Knowledge/experience managing land for wildlife	✓	
Awareness of existing nature conservation designations and law		✓
Knowledge of woodland creation (including Welsh grant schemes)		✓
Knowledge of H&S legislation and good lone working practice	✓	
Experience		
Surveying and monitoring species/habitats relevant to south and west Wales		✓
Delivering work in a timely manner, including practical works, data processing, report writing, and invoice completion, etc.	✓	
Collaborative inclusive approach to working with others	✓	
Working within rural environments	✓	
Supervising contractors and volunteers	✓	
Skills		
Demonstrable practical land management skills including equipment use (such as chainsaw, brushcutter, use of pesticides)	✓	
Creative thinking to carry out programmes that deliver against targets	✓	
Prioritising tasks when working to specific deadlines and with multiple projects.	✓	
Ability to work independently and adopt a flexible approach	✓	
A flair for both practical and administrative work	✓	
IT literate, particularly MS Word, Excel, Outlook, mapping tools and social media	✓	
Effective communicator in both written and spoken formats	✓	
Personal		
Passionate about the natural world	✓	
Confident to work alone and maintain good communication with colleagues	✓	
Approachable and friendly manner	✓	
A clean driving licence and own vehicle available for business use	✓	
Welsh language speaker or advanced learner		✓
Courtesy level Welsh	✓	

Further details

Working hours: Our working week is 35 hours, and we operate a flexible/TOIL working system because some evening/weekend work is required on occasion. It also allows you to work flexibly to cover personal commitments/responsibilities.

Duration of post: This is 3-year fixed term contract and subject to a 6-month probationary period in order to assess suitability for the role.

Holidays: 25 days plus bank holidays plus additional holiday over Christmas/New year (5 additional days). Holidays of up to 3 weeks at a time can be arranged with sufficient prior notification.

Pension: The Trust operates an auto-enrolment compliant pension scheme with a 6% employer contribution from People's Pension. Details are set out in the staff handbook.

Travelling expenses: 40p per mile. Shared pool cars available if booked.

Volunteering: We give our staff the opportunity to use two workdays a year to volunteer for other teams within our Wildlife Trust or for another organisation. Many staff use this opportunity to volunteer on Skomer Island.

Key dates

Application closing date: Monday **15th June 2026** at **10am**.

Interview date: Friday **26th June 2026** at The **Welsh Wildlife Centre**, Cilgerran, Cardigan, Pembrokeshire, SA43 2TB.

If you haven't received any communication from us after Friday 26th June 2026 your application has been unsuccessful on this occasion.

Equal opportunities

We are committed to equality, diversity and inclusivity. We are particularly keen to increase the diversity of our staff, volunteers and supporters. We welcome applications from people from groups which are underrepresented in the conservation sector, particularly people from minority ethnic groups, people with disabilities and people from low-socioeconomic backgrounds. Even if you do not feel you meet all the criteria, please do submit an application. We can provide training and support to the right candidate.

As a Disability Confident employer, we guarantee to interview all disabled applicants who meet the minimum criteria for the vacancy. Please let us know if you require any reasonable adjustments at any stage of the application or interview process.