**Project Officer – Habitat Creation and Management**

**Job description**

Contract: one-year contract, with a view to renew, or to make the post permanent.

Location: home working, close proximity to Bedfordshire preferred.

Responsible to: Dr Pascale Nicolet, Freshwater Habitats Trust Technical Director and Newt Conservation Partnership CEO

Responsible for: Primarily delivering compensation habitat for great crested newt as part of District Licensing NatureSpace scheme, with the opportunity for involvement in other FHT projects habitat creation and management projects.

**Background**

Freshwater Habitats Trust (FHT) is a small, friendly and ambitious conservation charity, which works to protect UK and European freshwater wildlife through practical, evidence-based and innovative nature conservation projects. Our organisation is well respected nationally and internationally, working with a national network of UK-based partners, the Wildlife and Countryside Link organisations, and the European Pond Conservation Network.

FHT and Amphibians and Reptile Conservation (ARC) are working together on the NatureSpace great crested newt District Level licensing scheme (link), via the Newt Conservation Partnership (NCP), a not-for-profit community benefit society whose sole purpose is to create, manage and monitor great crested newt aquatic and terrestrial habitat.

**Role**

The Project Officer will primarily work with the Newt Conservation Partnership team to deliver compensation habitat for the great crested newt District Licensing scheme, with a focus on Bedfordshire and adjacent areas.

The Project Officer will be responsible for delivering habitat creation and management to a high standard. The Project Officer may also provide support on other practical project delivery for FHT as needed.

**Job description**

**Landowner engagement and site identification**

* Liaise with potential landowners and other stakeholders to identify sites of high quality potential, including site visits and presentations
* Assess site suitability and priority according to FHT’s and NCP’s aims, ensuring that only sites of high quality potential are selected to be included in projects
* Liaise with other members of the team to ensure efficient coordination of site identification in a particular area

**Habitat creation and management delivery**

* Draw up outline work plans for agreement by landowners and/or land managers using set templates and best practice principles
* Draw up compensation agreements with landowners/managers
* Obtain quotes, select and set contracts with contractors in accordance with FHT and NCP’s procedures
* Ensure any permissions required are in place before on site work begins (e.g. for SSSIs)
* Carry out or ensure that suitable site checks and investigations are carried out prior to the practical delivery phase (e.g. protected species surveys)
* Ensure adequate on site supervision is provided during habitat delivery work in accordance with company H&S policy
* Ensure that high quality technical delivery is achieved by drawing on both external and internal scientific knowledge and evidence

**Monitoring**

* Document practical work post-delivery in line with FHT/NCP procedures
* Carry out biological and environment survey work including eDNA sampling, water quality and plants and animals (depending on skills and experience) on request
* Assist with dissemination and communication of monitoring results

**Administration**

* Follow FHT/NCP information management systems for projects and finances
* Ensure that you are familiar with FHT and NCP’s H&S and HR policies and implement as needed
* Provide information on request and in good time to the members of the core team, in line with FHT/NCP policies

**General**

* Ensure that you understand the Freshwater Habitats Trust strategy for freshwater biodiversity conservation and that your represent the views of the organisation in your work
* Ensure that you understand NatureSpace’s District Licensing Scheme and are familiar with the requirements of the Implementation Strategy
* Seek to improve your knowledge and understanding of best practice and evidence on relevant conservation issues, with a focus on freshwaters and associated habitats
* Be responsible for your own health and safety at work
* Contribute positively at meetings and to the maintenance of a constructive working environment
* Undertake other duties your line manager or other members of the Senior Management Team may from time to time require

**Person specifications**

**Experience/skills**

* Degree in a relevant subject (at least 2:1)
* Proven experience in the field of practical habitat creation and management, including on the ground delivery
* Good knowledge of amphibian ecology
* Good knowledge of restoration ecology for both freshwater and terrestrial habitats
* Good project and budget management skills
* Experience of contractor management
* Knowledge of land management stakeholders and policy
* Good interpersonal skills
* Good IT skills including MS Office and basic GIS
* Full current driving licence

**Personal qualities**

* Ability to work and manage time independently
* Team orientated and comfortable working with a wide range of partners
* Attention to detail and able to delivery on time
* Reasonably flexible attitude to working hours
* Excellent time management and other organisational skills
* Good interpersonal skills, approachable and professional