

Role Description

Woodland Ranger – Nursery (Part-time 2.5 to 4 days per week)

Responsible To: Head of Engagement

1. Role Purpose:

This role aims to deliver *Action for Wildlife* and requires the post holder to deliver measurable practical outputs for conservation and nature restoration across our various woodland projects. To ensure Manx Wildlife Trust (MWT) contributes strongly to the Isle of Man's Nature Recovery Network (NRN), Nature-based Solutions (NbS), and connecting people more strongly to nature. Ultimately this role contributes to MWT delivering our mission, to '*protect and enhance our environment, create more spaces for wildlife, and inspire people to act for nature.*'

The role involves a wide range of complex, technical, and professional activities in a range of work situations, together with responsibility for the health and safety and safeguarding of staff and volunteers who they are working alongside. The work of the post varies considerably throughout the year due to the seasons. The post is line managed by the Head of Engagement, and forms part of our MWT Woodlands Team, led by the Senior Woodland Ranger. The nature of the role necessitates the post holder working collaboratively with other MWT staff and volunteers.

This Role Descriptor applies to all MWT Woodland Rangers, with additional details for this specific role added in *italics* below.

2. Role Responsibilities:

2.1 Core Responsibilities:

- *Develop and manage a native plant nursery at Milntown with capacity for >20,000 trees/yr and other native plants, agreeing the species to be grown with the Senior Woodland Ranger.*
- Deliver specific conservation, Action for Wildlife, and/or nature restoration tasks, research, work streams, projects, and outputs as directed by the Head of Engagement, across the following areas:
 - Action for Wildlife.
 - Agri-Environment Scheme.
 - MWT land, freshwater and marine research, conservation, and restoration.
 - Supporting MWT's engagement activities.
- *Lead in the collection of seeds and vegetative material as appropriate from proven native stock across the Island and maintain accurate propagation and plant production records.*
- *Maintain the nursery in a professional tidy way, with excellent hygiene, biosecurity and IPM.*
- *Arrange for delivery of suitable stock to planting sites.*
- *Manage all accounting, ordering and invoicing for stock and sales.*
- *Act as the day-to-day relationship manager with Milntown Gardens & Estate.*
- *Provide occasional safety cover for other Woodland Rangers during chainsaw operations, and assistance with other and practical tasks such as fencing and tree risk assessment.*
- Supervise MWT staff, volunteers, and student internships working on your projects, taking responsibility for work quality, health & safety, safeguarding and insurance compliance, including risk assessments and provision of PPE and equipment that must be appropriately maintained and inventoried. *Lead a team of volunteers at the nursery and for the collection of seed and propagation material.*

- Assist the Head of Engagement in setting and accounting for budgets for your area.
- Provide the Head of Engagement with advice and guidance on your specific ecological expertise in relation to MWT's projects.
- As standard, carry out biological monitoring as suitable in relation to your role, liaising closely with the MWT Biological Recorder, to ensure that data is recorded in an appropriate format for Recorder6, and ultimately NBN Atlas IOM.
- Produce articles for our *Manx Nature* magazine and provide information for the Head of Engagement to enable the writing of quarterly impact reports for CEO and Council.
- Actively participate in key MWT meetings appropriate to your role, including:
 - Attend and engage with the **MWT Woodlands** meetings.
 - Attend and engage with the **MWT Conservation Group** meetings.
 - Attend and engage with monthly **MWT Team** meetings.
 - Attend Engagement Committee, MWT Council and external meetings as required.

2.2 Wider Responsibilities:

- Comply with MWT's policies, procedures, and guidelines, together with all relevant regulatory and statutory requirements, including health & safety and safeguarding legislation.
- Actively participate in the MWT staff appraisal and development scheme, suggesting to the Head of Engagement, and undertaking when appropriate, personal professional development, including with The Wildlife Trusts federation.
- Support our corporate engagement as required, including the delivery of *Wild Work Days* (corporate work parties).
- Contribute to the communication of the stories about our woodland and wildflower work.
- Act as ambassador and spokesperson for MWT, including giving interviews, addressing audiences, participating in external meetings/conferences as required.
- Provide content for MWT communications channels, including social media.
- Support wider MWT engagement activities, including education, volunteering, public engagement, membership and fundraising activities and events.
- Actively promote and demonstrate a commitment to best practice in equality & diversity.
- Always demonstrate, the professional behaviours expected of all MWT staff.
- Maintain (and share internally) an Outlook diary as your primary means for organisation.
- Perform other reasonable duties and projects as directed by Head of Engagement or CEO.

3. Working Hours, Salary, Place of Work (please see Contract & Staff Handbook):

Working hours for full-time permanent posts are 37.5 hours a week (standard being 9am to 5pm, Monday to Friday). *This post is part-time (19-30 hours per week) and the precise hours and division across the week can be agreed with the Head of Engagement.* There is a requirement to work occasional evenings and weekends to attend public shows and/or meetings and conferences.

Flexible working is acceptable but must be agreed with Head of Engagement in advance, with an expectation that *the majority of time is based at the Milintown Nursery.* There is a need for some travel around the whole Island and, on very occasionally to leave the Island to attend meetings and conferences, and occasionally overnight stays will be required.

This post sits within our Wildlife Officer grades. The full-time equivalent starting salary for the role is between Band C to Band E (£25,730 to £27,456) depending on experience. Part-time hours will be pro-rata accordingly. Overtime is not paid, and any additional hours beyond your hours will be taken as time off in lieu (TOIL), agreed in advance with the Head of Engagement. In addition to the salary, MWT offer a 5% of salary additional pension contribution (following completion of a 6-month probationary period), through a pension scheme with Zurich International, which the post holder can select to pay more into if they so wish. You will receive 25 days annual leave, plus 10 Manx Bank Holidays, and an

additional 3 days at Christmas (when we close the office), totalling 38 days' holiday each year (holidays are pro-rata for part-time posts).

4. Person Specification:

4.1 Technical Competencies:

Core Knowledge and Values:	Essential	Desirable
<i>A sound knowledge of horticulture and nursery plant production</i>	✓	
A deep interest, skills and knowledge of ecology, wildlife, and conservation	✓	
Knowledge and experience of habitats and species within the Isle of Man		✓
A full driving licence (working locations often away from public transport)	✓	
Interest in The Wildlife Trust movement and support for our goals	✓	
Demonstrate due regard for the wellbeing of our native habitats and species	✓	
First Aid, Safeguarding and Health & Safety trained (or willingness to train)	✓	
An ability and willingness to:		
<i>Propagate and grow a range of native plants and maintain accurate plant records</i>	✓	
<i>Carry out a range of horticultural nursery techniques to a professional standard</i>	✓	
<i>Order materials and consumables for the nursery, and maintain accurate records</i>	✓	
Deliver measurable conservation and/or Action for Wildlife outputs	✓	
Carry out practical recording, conservation and restoration work in the field	✓	
Supervise volunteers & corporate work parties in outdoor/remote locations	✓	
Work effectively in partnership with a range of external stakeholders	✓	
Collect and collate information on work outputs and produce reports	✓	
Collect and collate biological records for input to Recorder6/NBN Atlas IOM	✓	
Write high quality grant and funding bids relating to their work		✓
Communicate the value of our work including through social media		✓
Conduct professional ecological surveys and interpret biological data		✓
<i>Hold a chainsaw licence, or willingness to be trained to do so at MWT cost</i>		✓
<i>To be trained in woodland ecology and tree risk assessment</i>	✓	
Operate/adhere to budgets set by the Head of Engagement	✓	

4.2 Essential Behavioural Competencies expected of all MWT staff:

Competency	An ability to:
Enthusiasm	A commitment to, and enthusiasm for, wildlife conservation, and an ability to inspire others.
Planning & Organising	Plan, organise and manage work to meet given objectives. Initiative and ability to solve problems.
Communication	Communicate professionally in a variety of ways, including good working knowledge of Microsoft Office. Outgoing, with strong inter-personnel skills. Represent the best of our organisation to external audiences at all times.
Approach	Work precisely and professionally under pressure, with a mature, pragmatic, and flexible approach.
Embracing Change	Seek out and implement new ideas and ways of working. Striving for continuous improvement. Take advantage of innovative approaches and technological advances in your work.
Motivation	Self-motivated, high levels of enthusiasm and stamina, able to manage own time and priorities
Delivering Services	High performance culture in all work.
Teamwork	Enjoyment of teamwork and an ability to work strongly and collaboratively. Ability to motivate others and work to the values and principles of MWT.
Working in partnerships	Tact, empathy, understanding, diplomacy, confidentiality, and discretion.
Projecting Confidence	Represent MWT well/professionally. Champion the work of MWT.

4.3 Qualifications or experience

	Essential	Desirable
Appropriate qualifications/experience in horticulture, ecology, or silviculture.	✓	

Experience in biological recording.		√
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