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Vacancy pack

Dear Applicant

Assistant Warden – North Kent Marshes
Salary: £14,500 to £16,000 per annum

Thank you for your enquiry regarding our advertised vacancy. An application form is enclosed, together with a job description, person specification and other background information about the RSPB. If you have seen this vacancy advertised on our website, please refer to 'Working for the RSPB' which contains information about our benefits, and terms and conditions. This document can be downloaded if required.

If you require any further information about this post please contact Andy Daw, the Warden on 01634 222480 or andy.daw@rspb.org.uk

Please can you complete the enclosed application form in blue or black ink. Please refer to the person specification when completing the form. Your completed application form should clearly describe how you meet each of the criteria that have been identified as being necessary for this post as this will form the basis of shortlisting candidates. If you enclose a CV, it may be referred to for supplementary information, however, please ensure that all the questions asked on the application form are fully answered.

We take all practicable steps to safeguard the safety and welfare of children or vulnerable adults while they are in contact with the RSPB and have a Child Safety and Welfare Policy that supports this. If the post you have applied for involves unsupervised access to children or vulnerable adults further checks will be carried out. We will also confirm your eligibility to work in the UK prior to appointment.

Completed forms should be returned to Andy Daw, RSPB Northward Hill, Bromhey Farm, Eastborough, Cooling, Rochester, Kent, ME3 8DS. Please check the postage required on your application as incorrect postage may lead to your application being delayed and missing the closing date. If you require an acknowledgement of receipt of your application, please enclose a stamped, addressed envelope. Alternatively, you can email your application to andy.daw@rspb.org.uk

The closing date for receipt of completed application forms is **14th November 2014**. Interviews will be held **28th November 2014**.

If you are an external candidate, may we take this opportunity to thank you for your interest in employment with the RSPB. As a charity, we try to keep our administrative costs to a minimum and therefore you will only be contacted if we wish to progress your application. If you have not heard from us within four weeks of the closing date, you should assume that your application has been unsuccessful on this occasion. However, if you are able to supply us with an e-mail address, we will endeavour to advise you if you have not been shortlisted.

We look forward to receiving your application in due course.

Andy Daw
Warden

This pack contains all the information you need to apply, including:

Useful Information

Details on our Diversity Policy statement, how we use CVs, shortlisting and employment checks and UK Identification requirements

Applicant letter

Details on how to apply plus closing date and interview date(s)

Job description

A breakdown of the vacancy, including the purpose of the job, requirements, duties and responsibilities

Person specification

A list of criteria that potential candidates should aim to meet

Department information*

Details of the department advertising the post

Application Form

PDF version

Please print out, complete and return to the address on the Applicant letter

Word version

Applicants are encouraged to complete electronically and return by e-mail

* This information will only be provided if it is relevant to this post

Applications from candidates requiring a certificate of sponsorship under the UK points-based immigration system will not be considered if there are suitable candidates who do not require sponsorship. This is because employers need to demonstrate that they are unable to recruit a resident worker, before they can recruit a non-resident worker*.

The resident worker rule does not prevent applicants requiring sponsorship from applying for our vacancies, but such applications should be made on the understanding that they can only be considered subject to the restrictions above.

For further information, please visit the [Home Office UK Border Agency website](#).

*This rule does not apply to those applying for roles that require a bachelor, postgraduate degree or postgraduate certificate in education qualification. It is necessary for the qualification to be an essential requirement for the role and the applicant to prove that they possess such a qualification (or have completed a minimum of 12 months study in the UK towards a UK PhD), which is recognised in the UK.

Useful Information

The RSPB is currently going through a job evaluation review. We just wanted to let you know that all jobs are subject to this review, including our current job vacancies. The results of the job evaluation review and the new payband structure will be implemented across the RSPB later in 2015 and you will be kept fully informed of the outcomes.

Diversity Policy Statement

The RSPB is part of a global network that incorporates a diversity of traditions and cultures, and which represents different inheritances, backgrounds, influences, perspectives and experiences. A better understanding of people's differences will help us to appreciate and value everyone's contribution, and recognise that we are all an integral and invaluable part of the Society.

Everyone has the right to be treated with consideration and respect. The Society is committed to achieving a truly inclusive environment for all, by developing better working relationships that release the full potential, creativity and productivity of each individual, and an atmosphere where everyone can learn, work and live free from prejudice, discrimination, harassment and violence.

The Society aims to ensure that all staff, volunteers, partners, clients, contractors, members and the general public are treated fairly. Unless it can be shown to be justified, this will be regardless of sex, sexual orientation, gender re-assignment, marital or civil partnership status, race (including colour, nationality, ethnicity, or national origin), disability, medical status, age, religion or belief, political opinion, social or economic status, or ex-offender status.

Use of Curriculum Vitae (CVs)

Our policy is to recruit and employ our employees on the basis of their suitability for the work to be done. An application form allows us to compare individuals based on like for like information and as such we do not accept a CV unless accompanied by a fully completed application.

Shortlisting

The RSPB is an equal opportunities employer and we are committed to ensuring all applications are treated fairly. Applications are sought only from those eligible to work in the UK in the first instance.

All applications are subject to our shortlisting process where we only assess information provided against the Person Specification. If you are shortlisted we will contact you and invite you to attend an interview. You will also be advised at this point if there will be any skills test, presentations etc.

As a charity, we lack the resources to advise all candidates if their application is unsuccessful. If you do not hear from us within four weeks of the closing date, we will have decided not to take your application any further. However, if you are able to supply us with an e-mail address, we will endeavour to advise you if you have not been shortlisted. If this is the case, please do not be discouraged from re-applying as your skills and experience may be just what we need for our next vacancy. We also have a number of volunteering opportunities across the organisation.

Employment Checks

All offers of employment are made subject to the following criteria:

Proof of eligibility to work in the UK, Proof of Residency, Satisfactory Employment Health Check, Two references satisfactory to the Society and where required a **Satisfactory Criminal Records Bureau Check**.

Job Title:	Assistant Warden, North Kent Marshes
Dept/Section/Region/Reserve:	North Kent Marshes Team
Location Of Job:	RSPB Northward Hill Nature Reserve
Post holder reports to:	North Kent Marshes Warden
Reporting To Post holder:	North Kent Marshes volunteers

Overall Purpose Of The Job:

To assist with the implementation of the reserves management plans and species monitoring for Northward Hill, Cliffe Pools, Higham Marshes, Shorne Marshes and Rye Street nature reserves.

Main Duties:

1) Carry out practical habitat management and estate maintenance at the above reserves as required.

This will include:

- Wet grassland management, including manipulating water levels, monitoring grazing.
- Woodland management, including coppicing and mowing rides.
- Estate infrastructure installation and maintenance.
- Maintaining livestock infrastructure, including fencing
- Maintenance of footpaths and access tracks
- Operation and maintenance of reserves machinery and tools
- Line managing the residential interns
- Planning and leading volunteer work parties

2) To undertake survey work on the reserves

- WeBS counts
- Breeding bird surveys
- Wader productivity surveys
- Monitoring of other taxa

3) Liaising with and supervising contractors

4) Assisting with the reserves predator control programme

4) Assist with the implementation of all statutory Health and Safety regulations and RSPB procedures according to organisational policies and Codes of Practice related to site management, all related infrastructure and equipment.

6) Undertake administration work such as inputting survey data and assist in writing annual reports.

7) Provide face-to-face visitor engagement and assist in the provision of guided walks, and events.

8) Help maintain communication and a good relationship with the neighbours, partner organisations, community groups, and individual users of sites.

Other Duties:

- a. Undertakes other duties commensurate with the post as directed by the Warden.
- b. Attend training courses as set out in annual appraisals
- c. Working some weekends and unsociable hours as required

We expect you to carry out your job responsibilities in an environmentally aware manner, ensuring as little damage to the environment as possible. Our aim is to ensure all resources are utilised effectively and efficiently. You will be expected to apply 'sound value for money' principles in undertaking purchasing or supply of goods and services.

In the RSPB volunteers are a major resource and make a vital contribution to the RSPB's aim to take action for the conservation of wild birds and the environment. You will be expected to encourage, develop and support volunteer involvement in our work.

Person Specification		Job Title: Assistant Warden, North Kent Marshes												
		Region /Dept: SERO/ North Kent Marshes												
How criteria will be tested : A = Application Form, T = Test, I = Interview, P = Personality test, O = Other														
Essential							Desirable							
Qualifications		A	T	I	P	O	Qualifications		A	T	I	P	O	
1	Educated to GCSE level or equivalent to include English and Numeracy /A' level or equivalent	√					A	NPTC chainsaw CS30 & CS31 certificate	√					
							B	Brushcutter certificate	√					
							C	Tractor driving certificate	√					
							D	NPTC Herbicide application (PA1, PA6)	√					
							E	4x4 off road driving certificate	√					
							F	Sit-in ATV certificate	√					
Experience							Experience							
2	Working on a nature reserve	√		√			G	Ecological monitoring and survey work	√		√			
3	Experience of working with teams and volunteers	√		√			H	Leading and supervising volunteer teams	√		√			
4	Practical habitat management	√		√			I	Supervision of contractors	√		√			
							J	Involvement in a predator control program	√		√			
Skills/Abilities							Skills/Abilities							
5	Practical skills (general estate maintenance etc)	√	√	√			J	Good bird identification skills	√	√	√			
6	Ability to line-manage residential interns													
7	Ability to work co-operatively as part of a team	√		√			K	Identification skills for other taxa	√		√			
8	Ability to prioritise work	√		√			L	Competent in the use of Microsoft word, excel and outlook	√					
Knowledge							Knowledge							
9	Knowledge of habitat management on grazing marsh	√		√										
10	Knowledge of habitat management in woodland and scrub													
11	Understanding of the ecology of habitats represented on the reserves	√		√										
12	Working knowledge of Heath and Safety issues in the work place	√		√										
Behaviours/Circumstances							Behaviours/Circumstances							
13	Able to work well independently under own initiative	√		√										
14	The ability to learn and take on new ideas	√		√										
15	Practical and innovative	√		√										

[illegible]



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APPLICATION FOR EMPLOYMENT
STRICTLY CONFIDENTIAL

PLEASE REFER TO VACANCY DETAILS FOR RETURN ADDRESS

Job Ref. No.	A2661014
Position applied for	
Location	
How did you first learn of this vacancy?	

Identification details
(BLOCK CAPITALS PLEASE)

Surname		Dr/Mr/Mrs/Miss/Ms/Other	
Forenames			
Address			
		Postcode	
Email address			

May we, with discretion, phone you at work? Yes ☐ No ☐

Home tel no		Business tel no	
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Do you hold a current, valid driving licence? Yes ☐ No ☐
If yes, what type? Full ☐ Provisional ☐
If yes, do you have any current endorsements? Yes ☐ No ☐
If yes, please give details of any current endorsements.

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Qualifications relevant to this application (including technical and/or professional).
Please provide details (*note that these may be verified on appointment*)

--

Current membership of any professional or technical organisations.
Please provide details (*note that these may be verified on appointment*)

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Employment history

Please give details of all jobs held, including part-time and unpaid work, **starting with your current or most recent employer.** Continue on a separate sheet if necessary.

Employer's full name & address	Job title/ Key achievements & areas of responsibility	Length of time in job/ Reasons for leaving/ Final salary in role

Relevant skills/knowledge/experience

You should outline below how your skills/knowledge/experience meet the requirements of the Person Specification. You may draw on past employment and/or out of work activities. Please include details of any scientific papers you have had published. Continue on a separate sheet if necessary.

Why are you interested in applying for this post?

Continue on a separate sheet if necessary.

Length of notice

Declaration

The information on this form will be used for recruitment and selection purposes only and if your application is successful it will form part of your employment record. All unsuccessful applications will be destroyed twelve months after the closing date for positions advertised in Scotland, England and Wales and three years after the closing date for positions advertised in Northern Ireland.

Are you eligible to work in the UK ?

Yes ☐

No ☐

For Internal applicants only: In the event of my application being successful give my permission for the HR Department to approach my line manager for an internal reference.

If it is discovered that you have given any information, which you know to be false, or withhold any relevant information your application may be rejected or any subsequent employment terminated.

I confirm that the information contained in this application form is correct.

Signature

Date