

Role Profile

Job Title	Assistant Stalker – Cairngorms Connect	
Role Profile Title	Assistant Warden	Pay band 6
Department	North Scotland	
Location	Forest Lodge, Abernethy	
Reports to	Stalker	
Direct Reports (including Volunteers)	None	
Job Purpose	To assist with the day to day implementation of the management plan for the reserves and to assist with projects off site as required.	

The RSPB have generic role profiles linked its pay and reward structure which our job vacancies are aligned to. These include a list of indicative key result areas and requirements for the role.

More specific details on the role can be found in the job advert and accompanying job pack.

Key Result Areas

Accountable for

- ❖ leading and developing a high performing team of volunteers and staff.

Responsible for:

- ❖ Habitat management to ensure conservation targets are being met.
- ❖ Maintenance of machinery to ensure they are operating safely and efficiently.
- ❖ Livestock infrastructure to ensure it is fit for purpose.
- ❖ Maintenance of buildings and infrastructure for visitors to ensure a positive visitor experience.
- ❖ Monitoring of key species and habitats to enable performance to be managed and targets for improvements to be set.
- ❖ Mapping and gathering and managing electronic data to ensure data and maps are stored and can be used and assessed by others.
- ❖ Maintaining high standards of health and safety to minimise risk to the RSPB and to ensure understanding and compliance of health and safety while undertaking duties.
- ❖ Running events to generate income.
- ❖ General administration and report writing associated with all of the above to ensure admin and reports are up to date and systematically organised.

Key Contacts and Working Relationships	
Internal	External
<ul style="list-style-type: none"> ❖ Media and Events Officer - to deliver a co-ordinated events programme to attract more support through engagement with new and existing priority audiences, reviewing those events to ensure continued improvement. ❖ Communications Manager - to develop and deliver new initiatives such as 'Giving Nature a Home.' ❖ Volunteer Development Officer – to develop and maintain volunteers to assist with delivery of site tasks and activities. ❖ Reserves Ecologists – to seek advice on habitat management, monitoring and species id. 	<ul style="list-style-type: none"> ❖ Graziers – to maintain good working relationships to ensure habitat conditions are met whilst adhering to the grazing agreement and inform warden of any issues. ❖ Contractors – to inform the Warden of any issues associated with the contract. ❖ Work Parties – to develop, organise and facilitate the delivery of the project. ❖ Neighbours - to maintain good working relationships. ❖ Community groups - to maintain good working relationships by actively facilitating their visit and ensuring high standards of customer care. ❖ Visitors – maintain a good visitor experience and ensure a high standard of customer care. ❖ Schools - to maintain good working relationships by actively facilitating their visit and ensuring high standards of customer care.
Financial Responsibility	
<ul style="list-style-type: none"> ❖ This role has sign-off authority for expenditure through, for example, purchase orders 	
Essential qualifications	
<ol style="list-style-type: none"> 1. GCSE Mathematics and English or equivalent. 	
Essential knowledge	
<ol style="list-style-type: none"> 2. Natural history knowledge. 3. Maintenance and use of machinery, tools and equipment. 4. Habitat management. 5. Microsoft Office packages including Word, Excel, and Outlook 	
Essential skills	
<ol style="list-style-type: none"> 6. Problem solving and coming up with well thought through practical solutions. 7. Working unsupervised for extended periods. 8. Communicate verbally with a wide range of audiences. 9. Developing and implementing work plans. 10. Manage oneself and others to prioritise and work to an agreed plan. 	

Essential experience

11. Practical land management experience and delivering estate management works.
12. Operating and maintaining machinery, equipment and infrastructure.
13. Customer care.

Desirable qualifications, knowledge, skills and experience

14. Lantra or equivalent qualifications in ATV, chainsaw, tractor driving, brushcutter, pesticides (PA1 and PA2), RYA Powerboats Level 1 and 2.
15. Livestock management.
16. Requirements of local agri-environment and cross-compliance regulations.
17. Biological recording.
18. Implementing and updating health and safety records and assessments.
19. Organising and running events.

How we expect you to work

The RSPB has seven key competencies that are important to our organisation's success. We expect all employees to demonstrate these competencies in everything that they do. The heading descriptors of the seven competencies are:

Direction:

You ensure you have a clear direction and sense of common purpose that guides what you do and how you approach your work.

Energy:

You bring energy and urgency to the RSPB to motivate people to do the best they can.

Capability:

You build your own and other people's capabilities, directly and indirectly.

Relationships:

You communicate effectively and build productive internal and external relationships.

Change:

You support continuous improvement and change and constantly look for way to do things better.

Advocacy:

You act as an advocate for the RSPB.

Performance:

You get things done, achieve ambitious goals and the RSPB's aims.

In line with these competencies, the following behaviours are essential upon appointment to this particular role and will need to be part of what you do for you to add value to the RSPB:

- ❖ Sets clear work priorities for people.
- ❖ Demonstrates enthusiasm for their work and for the RSPB.
- ❖ Encourages a sense of enjoyment and satisfaction at work.
- ❖ Is prepared to take on challenges outside of their comfort zone.
- ❖ Listens to other people's ideas and suggestions.
- ❖ Responds positively to changing circumstances.
- ❖ Constantly looks for ways to improve the way things are done.
- ❖ Understands what is expected of them in their role.

Additional Information

- ❖ This role is based in a remote and rural location.
- ❖ This role will involve lone working.
- ❖ This role will require *regular/occasional* weekend and evening working.
- ❖ Some standby and on-call work will be required.
- ❖ This role will require *regular/occasional* travel within the UK.
- ❖ This role will require *regular/occasional* overnight stays away from home.
- ❖ The RSPB works for a healthy environment for all and we therefore expect you to take action in accordance with our Environmental Policy and objectives. Together we can make a positive difference for our world.
- ❖ 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. Employees are responsible for encouraging, developing and supporting volunteers in their work for the RSPB.