

Placement Description

Placement Title: Nature Reserves Student Placement

Weekly Hours: Flexible working, suggested 4 days (28 hours per week, mid-week with occasional weekend or evening work)

Commitment: Sandwich year, maximum 10-month placement from June 2025 to April 2026 (start dates flexible). We allow flexible leave to be taken with notice and the placement duration may be shortened as long as placement requirements are met

Based At: Based at Cumbria Wildlife Trust, Plumgarths, Crook Road, Kendal, LA8 8LX, with flexible home-working and frequent travel to sites as part of the role is essential.

Reports To: Southern Reserves Officer

Placement Purpose:

As part of the Nature Recovery Directorate, you'll support the team of reserve staff in managing nature reserves across Cumbria. This will involve hands-on practical work, including habitat management, habitat management and estate maintenance, habitat and species monitoring, working with volunteer groups and visitors, and supporting the production of site management plans, reports, and data analysis.

Key parts of the role involve supporting the management and restoration of internationally-important limestone pavement habitats at Hutton Roof Crag, the rich woodlands and grasslands in the stunning valley of Smardale Gill, and the amazing wetlands that make up the Witherslack Mosses.

Special Features of the Role:

A diverse and exciting opportunity to champion nature reserves and important habitats across Cumbria. Develop practical skills to support and deliver important conservation works to enable nature's recovery. You'll gain skills and experience in habitat management whilst exploring and learning on a variety of sites from the remote to popular visitor areas.

As part of our student placement scheme, ongoing training will be given to carry out tasks including practical site management, species surveying, data analysis using GIS, and supporting volunteer activities. A full induction will be provided. The post holder will also have opportunities to gain experience supporting partners and other teams across the Trust.

Due to the nature of the role, an independent and self-reliant style of completing tasks is required. The opportunity will involve walking and undertaking practical work over rough upland terrain and uneven ground. **A full valid driving licence and access to a vehicle are essential** due to the remoteness of the sites. Applicants will need to be able to travel across Cumbria, primarily in the south but further afield as opportunities arise. The Trust has a number of fleet vehicles available for use, but placements

may occasionally be required to use their own vehicle for which mileage expenses will be paid. We offer flexible working from home or in our office based at Plumgarths.

A bursary package will be provided including a subsistence allowance totalling £7711 for the 10-month period (paid through monthly instalments during your time with us) and an additional training budget of £1000.

As part of our placement scheme, you'll receive outdoor first aid training alongside career development skills training including interview, presentation and CV writing. Prior to your start date and throughout, we will support you and plan a personalised training schedule to ensure you gain the most from your time with us. We are offering a bursary as a gesture of goodwill as we recognise that an individual undertaking a student placement is not entitled to National Minimum Wage because it is work experience required as part of the higher education course.

Travel and voluntary expenses will be covered.

Main Responsibilities and Accountabilities:

Habitat management and facilities maintenance: Carry out practical habitat management works and site maintenance tasks. Assist with the management of contractors on site. Gain skills and experience supporting and managing our teams of volunteers. Ensure that all equipment, tools and vehicles are properly maintained and fit for purpose. Ensure that all records of maintenance checks are kept up to date and in accordance with Cumbria Wildlife Trust codes of practice. Ensure Health and Safety standards are met.

Survey and monitoring: Assist with systematic monitoring of nature reserves which could include bird surveys, butterfly transects and vegetation monitoring. There may be the opportunity to get involved in other Trust-wide initiatives such as marine and peatland surveys too.

Staff and volunteer responsibilities: Support the development of volunteers and help maintain effective volunteer groups across our reserves through supporting and supervising conservation days. Develop good working relationships with groups, communities, visitors and volunteers and work in compliance with our volunteer and equality and diversity policies.

Administration: Respond to telephone calls, e-mails and other enquiries. Support data input, reporting and creation of site management plans with support. Ensure all Cumbria Wildlife Trust documentation is completed.

Team working: Actively support and shadow the Nature Reserves team of 13 staff members. Work alongside other placement students, volunteers and wider Cumbria Wildlife Trust staff members.

Supporting the Trust:

1. Be proactive in increasing the Trust's membership
2. Raise the profile of Cumbria Wildlife Trust
3. Seek to raise increased funds for the Trust
4. Develop and participate in educational aspects of the Trust's work including events, guided walks and illustrated talks
5. Any additional duties as outlined in the Annual Work Plan
6. Any other duties that may reasonably arise from time to time
7. All tasks and responsibilities to be carried out in accordance with the Trust's policies and procedures

Person Specification

Role: Nature Reserves Student Placement

1. Qualifications & Experience:

The post holder will be expected to have qualifications and recent and relevant experience in the following areas:

		Essential	Desirable
1.	Currently enrolled at a University, working towards an undergraduate degree such as, but not limited to, environmental studies, ecology, animal and conservation and geography	•	
2.	Enrolled on a recognised sandwich course	•	
3.	Some experience using GIS systems		•
4.	Experience in the outdoors (recreationally or professionally)		•

2. Knowledge & Skills:

The post holder will have the following knowledge and skills:

		Essential	Desirable
1.	General knowledge of wildlife and conservation		•
2.	Proficient in use of Microsoft word, Outlook and Excel		•
3.	Good communication skills both in writing and verbally		•

3. Personal Qualities

The post holder should possess the following:

		Essential	Desirable
1.	Ability to maintain high levels of enthusiasm and self motivation	•	
2.	Ability to work well on their own initiative and as part of a team	•	
3.	Eagerness to try new tasks	•	
4.	Enthusiasm for wildlife and conservation	•	
5.	Enthusiasm for developing skills and experience in conservation	•	
6.	Full UK driving licence and access to own vehicle	•	
7.	A passion for Wildlife Conservation and our cause		•

Terms and Conditions

Role: Nature Reserves Student Placement

- 1. Subsistence and training allowance:** A bursary package including a subsistence allowance totaling £7711 for a 10 month period (paid through monthly instalments ensuring your placement) and a training budget of £1000 will be provided. You'll also receive outdoor first aid training alongside career development skills, and training, including interview, presentation and CV writing.
- 2. Duration of post:** Maximum 10-month placement from June 2025 to April 2026.
- 3. Hours per week:** Flexible working, suggested 4 days (28 hours per week, mid-week with occasional weekend or evening work)
- 4. Place of work:** Cumbria Wildlife Trust head office at Plumgarths, Crook Road, Kendal, Cumbria, LA8 8LX.
- 5. Flexible/hybrid working:** Cumbria Wildlife Trust adopts flexible working practices. Flexible working in line with the needs of the role will be available from home or in our office based at Plumgarths.
- 6. Applications:** Completed application forms should be returned with a cover letter as a separate attachment outlining what you would like to gain from the placement and you're your skills and experience meet the placement description and person specification. Applications should be emailed to admin@cumbriawildlifetrust.org.uk.

Postal applications should be returned to Claire Shepherd, HR Manager, Cumbria Wildlife Trust, Plumgarths, Crook Road, Kendal, Cumbria, LA8 8LX.

- 7.** Closing date for applications is **09:00 on Friday 7 March 2025**
- 8.** Interviews will be held on **24 March 2025** at our Headquarters in Kendal.
- 9.** Applicants shortlisted for an interview will be asked to declare any convictions, cautions, reprimands or final warnings that are not 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013).

The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website:
www.gov.uk/government/organisations/disclosure-and-barring-service.

- 10.** For further information regarding the placement please contact our HR Officer, by email hr@cumbriawildlifetrust.org.uk or call 01539 816300.

Please note that all sandwich placements need to be filled by individuals on a recognised sandwich programme or equivalent, while the individuals are enrolled at university, working towards their undergraduate degree.