



# Madley Environmental Study Centre (MESC)

where nature meets technology - [www.mesc.org.uk](http://www.mesc.org.uk) – charity reg. 1088379

## Job Advert:

### **PART TIME NATURE RESERVE ASSISTANT – 2 days/week at £11.50/hr**

Are you interested in nature and the environment? Would you like the opportunity to work on a beautiful nature reserve? We are seeking a friendly and enthusiastic individual to join us as the Nature Reserve Assistant at Madley Environmental Study Centre.

As the Nature Reserve Assistant, you will have the opportunity to contribute to the preservation and maintenance of the nature reserve and assist our education manager with her work. Your primary responsibilities will include assisting with habitat management, leading a small group of volunteers, maintaining 3 log cabins (office, toilet block and classroom) and providing customer service to our visitors. There may be the opportunity to assist with some educational programs for the right candidate, if desired, but this is not essential.

If you are a practical person with an interest in wildlife and conservation, then this could be the perfect job for you. To apply to join us and our small group of volunteers in making a tangible difference to our environment, visit [www.mesc.org.uk](http://www.mesc.org.uk) or email [contact@mesc.org.uk](mailto:contact@mesc.org.uk) for a full job description and application details.

## Job Description:

### **PART TIME NATURE RESERVE ASSISTANT – 2 days/week at £11.50**

Initially this is a 15hr employment opportunity with a salary at £11.50 per hour, including a 25 day leave entitlement per year pro rata.

## Responsibilities

- Carry out maintenance and preservation of the different habitats within the Nature Reserve
- Carry out maintenance and repairs to our 3 log cabins (office, toilet block and classroom) and trails, fences, and signage within the nature reserve
- Assist with preparations for events
- Lead a small team of volunteers, to assist with the responsibilities above
- To interact positively with visitors, such as greeting, giving directions etc.
- Assist with cleaning duties
- Assist with basic administrative tasks such as answering phone calls

## Requirements - essential

- Experience of using maintenance equipment such as strimmers, mowers, power tools etc
- Self-motivated with a caring attitude towards the environment and people
- Excellent communication skills and the ability to interact with people of all ages
- Physically fit and able to perform tasks that may require moderate physical exertion
- Some flexibility in changing working days (on occasion with good notice)
- Valid driver's license and access to transportation for commuting to the nature reserve
- Hold DBS certificate/give MESC permission to carry out a DBS (criminal record) check

**Requirements – desirable**

- Some computer skills and experience of using Microsoft office would be advantageous
- Knowledge of local flora and fauna
- Flexibility in working additional days (on occasion with good notice)
- Experience of working with children (in order to help with occasional educational programs)

**Applying**

Please send your CV and a short letter of application outlining examples of your experience and personal qualities that you feel make you suitable for the role.

To **MESC c/o BT Madley, Stoney Street, Madley, Herefordshire HR29NH.**

Or email us at [contact@mesc.org.uk](mailto:contact@mesc.org.uk)

**Office hours** - 9am to 5pm 01981 251616

**MESC contact** Louise Murphy (manager)