



Assistant Countryside Officer - fixed term/secondment opportunity for up to 8 months due to funding.

Salary: Band: 7- £32,061 to £36,363 per annum (£20,796 - £23,586 for 24 hours per week)

24 hours per week - 3 days per week - to be discussed at interview Will be working on site at Fort Widley. Standard office hours apply, with occasional evening and weekend working when required for events such as evening talks.

Location: Fort Widley, PO6 3LS

The Service

The Portsdown Hill Countryside Service is part of Parks and Open Spaces; it manages open spaces on Portsdown for conservation and public access. Site management is a practical process informed by ecological principles aimed at conserving and safeguarding Portsdown's biodiversity. This approach draws on support from volunteers and a variety of agencies.

The work is carried out on urban-fringe public open space, with the intention of enabling visitors to enjoy contact with the natural world. Inevitably dealing with site misuse features in the work.

What is the role?

Reporting to the Countryside Officer, the Assistant Countryside Officer provides support to assist with the conservation management of Portsdown Hill SSSI and adjacent sites. The role involves carrying out practical countryside management tasks, including fencing, tree felling, grassland management, infrastructure and signage installation, and waste removal. Responsibilities also include basic maintenance of vehicles, ensuring tools and equipment work, surveying and recording wildlife and monitoring livestock. You will also support volunteer programmes through training and ensure compliance with health and safety procedures.

The postholder will supervise contractors and complete associated documentation, undertake administrative duties, lead walks, events and talks, and engage with local communities and interest groups. You will work closely with the wider countryside team and external partners, including emergency services, graziers, utility companies and members of the public, to coordinate site management activities. You will deputise for the Countryside Officer when required and work independently in accordance with health and safety policies and risk assessments.

Duties and Responsibilities

Practical Site and Habitat Management

- Carry out practical conservation management in line with site management plans, with colleagues, individually and as part of volunteer conservation task
- Carry out wildlife survey and record finding
- Map, using GIS, site features



- Carry out litter picking and waste removal tasks.
- Maintain and repair paths, boundaries and site infrastructure.
- Monitor and maintain signage, fences and site furniture.
- Undertake seasonal habitat work, including grassland and scrub management.
- Assist with grazing programme, livestock checks, moving animals

Community Engagement and Partnership Working

- Engage positively with visitors, local communities, other organisations, and interest groups to support effective site management.
- Supervise and support volunteers.
- Provide information to the public through direct interaction, signage, and interpretation materials.

Planning, Compliance, and Supervision

- Plan site management tasks and complete associated risk assessments.
- Supervise contractors and ensure required documentation and reports are completed.
- Maintain accurate records, administrative tasks, and general site documentation.
- Ensure compliance with the policies, Risk Assessment, first aid.

Equipment, Vehicles, and Maintenance

- Oversee and share responsibility for equipment, tools, and stores.
- Carry out checks and routine maintenance/basic repairs of vehicles and powered equipment.

Who is the person?

You need:

1. Experience of working in practical conservation management.
2. A good general education or be actively studying towards a relevant degree.
3. Certification in chainsaw use, scrub cutter, tractor driving, pesticide application and first aid.
4. Familiarity with wildlife legislation
5. An awareness of the writing, monitoring and reviewing management plans.
6. Experience of surveying, recording and mapping wildlife.
7. The ability to identify key characteristic wildlife including plants and insects.
8. Proficient use of Office 365 software



9. Proficiency in data collection, GPS/GIS mapping, and using wildlife monitoring tools.
10. Experience of working within and following Health and Safety guidelines.
11. Experience of dealing with a variety of stakeholders and members of the public as well as confidence in Public speaking as you will be required to give talks at events.
12. Experience of leading and managing volunteers and their tasks.
13. The ability to work alone and self-manage competing priorities.
14. To be a problem solver especially with regard to practical demands of land management.
15. To be a good communicator verbally and in writing. The ability to converse at ease with customers and provide advice in accurate spoken English is required for this role.
16. To hold a current driving licence and a tractor driving certification as you will be required to drive trucks, tractors etc and will be moving equipment across the site.
17. To be adaptable and flexible in order to meet the needs of the role.

You will need to demonstrate that you have the Right to Work in the UK. No post will be offered without it.

General Data Protection Regulation (GDPR)

Portsmouth City Council is the Data Controller of any personal information you provide when applying for a job. It will only be used in connection with the recruitment process and will not be kept for longer than necessary. For more detailed information you can access the Data Protection Privacy Notice on our [careers portal](#).