

Role Profile: Seasonal Fossil Warden

CONTRACT: Fixed term, Mid-July - September 2023.

WORKING HOURS: 30 hours per week. Out of hours working, including weekends, may be required. Flexible working is required to fulfil the duties of this role.

SALARY: £10.70 per hour

ACCOUNTABLE TO: Head of Palaeontology

LOCATION: This role is based on the Jurassic Coast World Heritage Site, specifically at Charmouth and Lyme Regis beaches. Our office is based in Dorchester, Dorset.

About the Jurassic Coast Trust:

The Jurassic Coast Trust is the charity responsible for looking after England's only natural World Heritage Site – the Jurassic Coast. Our vision for this extraordinary UNESCO World Heritage coastline is that everyone understands and loves it, understands the need for its conservation and can play a role in looking after it.

The Trust believes that the Jurassic Coast is best safeguarded by the people and communities that live, play and work here, and we work to inspire and nurture a sense of shared ownership from these communities to ensure that the Jurassic Coast is enjoyed, supported and safeguarded by everyone.

We work in partnership with our stakeholders, seeking to ensure that all visitors, be they local residents or tourists, has the best possible experience of the World Heritage Site.

Our **Vision** is that everyone love, understands, and values the Jurassic Coast World Heritage Site.

Our **Mission** is to enable everyone to have the best possible experience of England's only natural World Heritage Site, whether they want to learn, enjoy, work or study.

Our **Aims** are:

- To **protect** and enhance the World Heritage Site and its setting
- To **engage** with people and organisations
- To **deepen** our own and others' understanding of the World Heritage Site
- To **sustain** our organisation financially and demonstrate exemplary governance

We do this through a wide variety of work programmes, including conservation, learning and outreach, exhibitions, publications, membership schemes and volunteering.

Role outline:

The Fossil Warden is an advocate for the protection of the coast and to help visitors enjoy their time safely on the beaches in the Charmouth and Lyme Regis area, by providing information and advice.

Key Responsibilities:

- To assist with the delivery of the World Heritage Site Partnership Plan through the practical provision of good practice for fossil collecting in the Charmouth and Lyme Regis area.
- Promotion of awareness of health and safety issues to visitors on the local beaches.
- Responsible for day-to-day personal administration including time recording.
- Contribute to the compilation of an annual report on the effectiveness of the seasonal post.
- Supporting and contributing to the Charmouth Heritage Coast Centre operation.
- Providing support for marketing and promotion of responsible fossil collecting and good practice along the local beaches.
- Being a 'front line' member of staff, including day to day contact with visitors on the beach for the Jurassic Coast Trust and being a source of information, advice and welcome.
- Being a point of contact and advice for individuals, other organisations and colleagues on good practice.
- Liaising with and supporting emergency services to promote public safety.

Person Specification:

The postholder is expected to be able to demonstrate the follow essential skills and knowledge:

- A good working knowledge of the Jurassic Coast World Heritage Site, in particular fossils and fossil collecting in West Dorset.
- A good working knowledge of the natural environment, countryside law, national, regional and local policy.
- Good communication skills and a high level of motivation.
- High awareness of a wide range of health and safety issues.
- Full driving licence and access to a vehicle.
- Basic knowledge of IT (Microsoft Office) and report writing.
- Enthusiasm, adaptability and ability to work under own initiative.

The postholder will be expected to work flexible hours including some weekend working.

Equal Opportunities at the Jurassic Coast Trust:

JCT is committed to being an equal opportunities employer and we are determined to ensure that no applicant or employee receives less favourable treatment on the grounds of gender, age, disability, religion, belief, sexual orientation, marital status, or race, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.

We will take steps within our power, and within the resources which can be made available to meet this responsibility. In particular:

- Job advertisements which demonstrate our declaration that we aim to be an equal opportunities employer;

- Records will be maintained as a means of monitoring our policy and as a means of identifying possible areas of inequality;
- Our policies will be regularly reviewed; Selection, recruitment, training and promotion practices and procedures will be reviewed to ensure that individuals are treated on the basis of their relevant merits;
- All employees will be made fully aware of their responsibilities towards the promotion of this policy;
- All procedural documents (for example: grievance, discipline) will be reviewed to ensure compliance with the spirit and intention of the policy

For more information, please contact Chris Reedman: chris.reedman@jurassiccoast.org