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## Bat Programme Manager

### Job Application Pack



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## 1.0 Applying for this Post

Please read all of the pack information that follows.

If you feel you meet the job specification and job requirements, you are welcome to apply.

Applications must be through a completed application form provided. Additional information can be submitted, for example a CV, but the application form must be completed thoroughly and not include 'refer to CV' references as the only answer in the question boxes.

Deadline for applications is **5pm Friday 22<sup>nd</sup> April 2016** by email to [hilarymacmillan@vwt.org.uk](mailto:hilarymacmillan@vwt.org.uk) or by post to:

The Vincent Wildlife Trust, 3 & 4 Bronsil Courtyard, Eastnor, Ledbury, HR8 1EP

If you do not hear from us by end of 13<sup>th</sup> May, you can assume that you have not been successful as we do not send rejection letters. We also do not have the resources to provide feedback for unsuccessful candidates although we will give feedback following interviews if requested.

### IMPORTANT DATES TO SAVE:

First Interviews will be held at the Trust's Bronsil office on:

**Tuesday 17<sup>th</sup> May** (for Bat Programme Managers) - approx. 1 hour per candidate

*We will consider interviewing by Skype if interviewees are having difficulty in attending in person. However the interview will require a presentation, so all effort should be made to attend in person to optimise the impact of your presentation.*

There will be a second stage workshop/interviews for short-listed candidates. This will be held at the Trust's Bronsil office on:

**Monday 23<sup>rd</sup> May.** This will involve some team tasks and will take all day.

For attending both first stage and second stage interviews, reasonable expenses will be reimbursed including overnight stays if your travel time is more than 4 hours and your appointment start time is before 10am.



## 2.0 Background to the Trust

The Vincent Wildlife Trust (VWT) is an independently funded charity that has been at the forefront of wildlife conservation for over 40 years. We are not campaigners or lobbyists; our specific niche is as an organisation that carries out pioneering research, undertakes surveys to assess how well our mammals are doing and offers expert advice to others through practical demonstration. Our work has always focused on the needs of British and Irish mammals. Currently our research is centred on the pine marten, polecat, stoat, weasel and rare bats. With regard to the latter, our particular focus has been the management of some 40 bat roosts for the greater and lesser horseshoe bats. We are, however, starting to develop other programmes of work for Bechstein's, barbastelle and grey long-eared bats.

The VWT's strategic aims are:

1. To promote the conservation of rare mammals through a greater understanding of their ecology
2. To conserve mammals through the practical management of strategically important sites
3. To advise on the needs of mammals within habitats and landscapes, working with others
4. To undertake and publish innovative applied studies on endangered mammal species.

More detailed information is available on our website: [www.vwt.org.uk](http://www.vwt.org.uk)

## 3.0 Background to the Post

This post is a newly created permanent role and is one of two new Programme Manager posts that have been initiated: one for bats and one for mustelids. The posts are a step change in the Trust's development to grow capacity and increase our ability to be more outward facing on 'difficult mammal species'. A grant of some £300,000 from the Esmée Fairbairn Foundation tapered over five years will pump prime a new staffing structure.

The intention of these new posts is to:

- Build on our previous successful projects and strengthen exit strategies for future projects
- Enhance our multi-project approach, integrate our conservation strategy across all projects and programme areas and focus more time on developing new projects to full implementation with funding secured
- Enable more time to be spent on exploring and getting the Trust involved in partnership and public-facing projects.



## 4.0 Our Work on Bats

Over the past 30 years, the VWT has built a strong reputation in the field of bat conservation and research. Initially our work was based on supporting the burgeoning bat conservation movement following the legal protection of bat species, but it soon became more targeted, focusing initially on horseshoe bats and later on the rare tree bats - the barbastelle and Bechstein's bat.

Our research into the ecology of greater and lesser horseshoe bats in the 1990s has underpinned conservation efforts for these species both at a roost level and in the wider landscape. The greater understanding of the roosting requirements of horseshoe bats gained through this research has enabled the Trust to set up a network of bat reserves in Britain and Ireland. These hold and protect nationally significant numbers of horseshoe bats. The adaptation and enhancement of these reserves has become a benchmark for securing the roosts of these species, not only in Britain and Ireland but also in a wider European context. We recognise that securing roosts is just one aspect of the broader conservation of horseshoe bats, and that wider landscape issues are equally important. The findings of our research on habitat use by these species informs our own landscape-scale habitat enhancement projects and enables us to offer advice to similar projects run by others.

Alongside our work on horseshoe bats, the Trust has also prioritised the rare tree bats. In the late 1990s, we carried out the first radio-tracking study in the UK researching the habitat preferences of Bechstein's bat. This led to the first conservation recommendations for this species and these formed the basis for further work both by universities and by other NGOs. We also carried out the first wide scale acoustic survey for barbastelle, identifying woodlands being used by maternity colonies of the species. Both of these pieces of work helped to initiate wider conservation actions for these two species. The Trust continues to target research on Bechstein's bat and barbastelle where it sees evidence gaps in their conservation biology. In addition to the species already mentioned, the Trust has an interest in grey long-eared bat and, in an Irish context, Leisler's bat. We regularly review the bat species we are working on to identify potential problems other species may be facing.

Our horseshoe bat reserves are a valuable resource to the Trust, not only as exemplars for others to learn from but they also allow us to carry out small scale targeted research projects. For instance, we are currently investigating techniques for excluding greater horseshoe bats from the maternity areas of roosts used by lesser horseshoes. As well as smaller scale research projects, the Trust also delivers its conservation objectives through longer-term studies, particularly through the support of post-doctoral research carried out in partnership with universities in Britain and Ireland. Our level of engagement with these projects ranges from financially supporting aspects of the research to full partnerships where the VWT provides 50% funding and our staff co-supervise PhD students. Currently we are supporting research into the genetics of lesser horseshoe bats (Waterford Institute of Technology) and the effects of artificial lighting on bats (University of Exeter). In addition, we are full partners in PhD projects on assessing population change using novel genetic techniques in Bechstein's bat, and landscape permeability issues in greater horseshoe bats (both with the University of Exeter).



The Trust has the capacity to take a long view approach to addressing difficult conservation issues. Our current Bechstein's bat PhD project has its origins in work we first started over 20 years ago. The radio-tracking study on habitat preferences of the species had initially involved a three-year search for a maternity colony. The discovery of a Bechstein's colony in a bat box scheme we had previously advised on not only allowed the tracking work to go ahead but the ringing of the originally tracked bats started a longitudinal study of the species that has now been running for 17 years. This is the longest ringing study of Bechsteins' bat in Britain. These ringing data now provide a known age population demographic which we are using to test aging assays.

Although most of the Trust's work is currently focused on Britain and Ireland, we recognise the importance of the European context of our mammal populations and we are seeking to expand our work in mainland Europe. We have links with research institutions and with other mammal NGOs on the continent: our level of engagement varies from simple information exchange, through fact finding visits and two-way study tours, to full research projects. We have, for example, just completed a PhD project on the interactions between martens and hibernating bats in north-west Poland. This project was a partnership between the VWT, Waterford Institute of Technology in Ireland and Wrocław University of Environmental and Life Sciences in Poland. This is a model for our aspirations for future working in continental Europe.

## 5.0 Team Structure

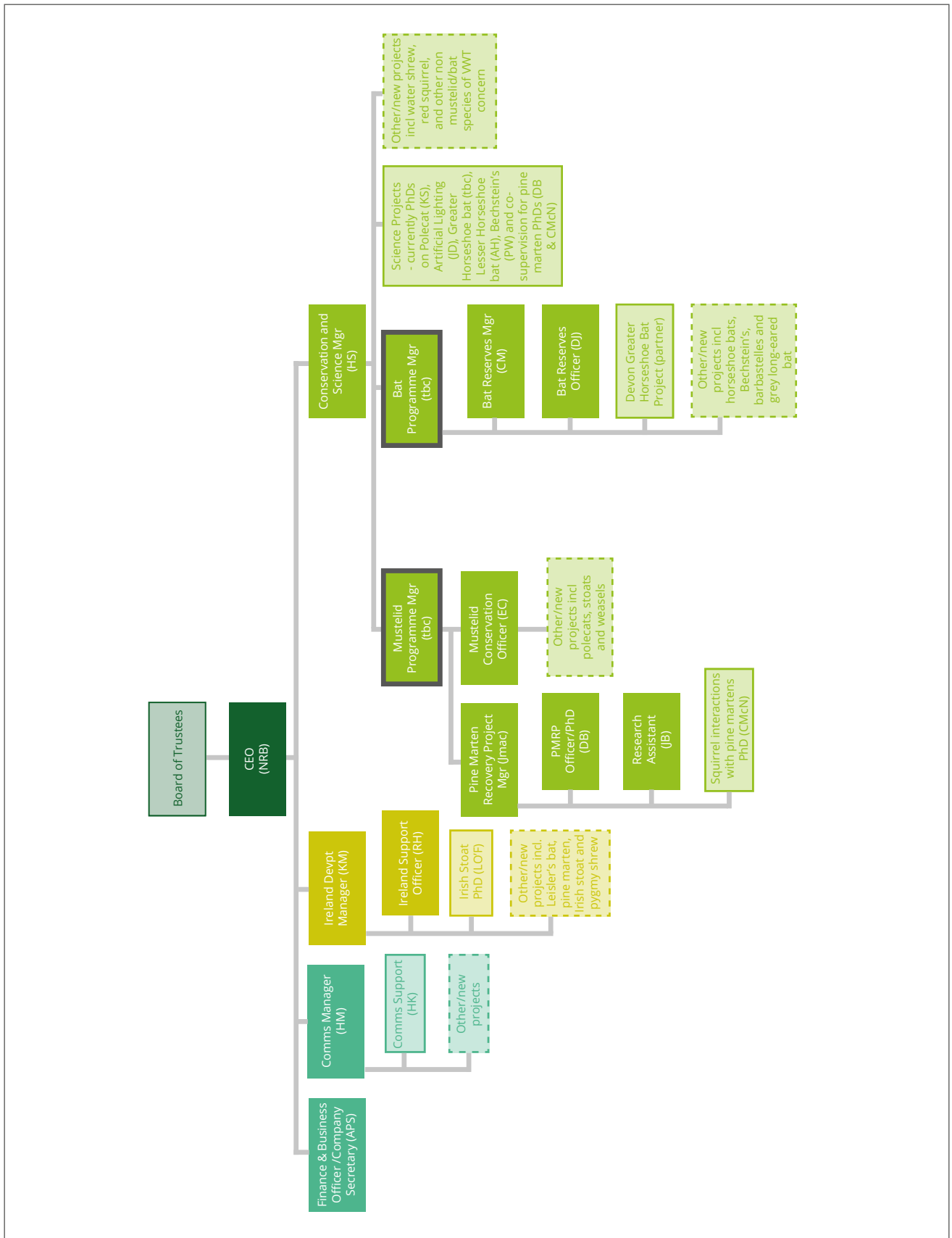
As can be seen in the below diagram, the Bat Programme Manager, along with the Mustelid Programme Manager, reports to the Conservation and Science Manager. This is a new level of management that will be implemented following the recruitment of the two Programme Manager posts in 2016.

At present, there are two posts that will report to the Bat Programme Manager - the Nature Reserves Manager and the Nature Reserves Officer; the latter currently reports to the former. These posts largely focus on the management of the 27 greater and lesser horseshoe bat roosts managed by the Trust in south-west England, Wales and The Marches. We also have 13 lesser horseshoe bat roosts in Ireland that are managed by the Ireland Development Manager.

Despite two areas of the Conservation Programme being segmented into two groups of species, a matrix working structure will be critical to ensure teams do not become siloes within our small organisation. The sharing of best practice and collective development of ideas and operational support in the field will be required between programme areas and between the UK and Ireland operations. Contact and travel between the three teams and to mainland Europe will be encouraged where benefits are clear. In addition, species work that falls outside of the three main programme areas may from time to time require joint team working or an allocation to a team member according to the Trust's needs.

A Bat Programme Working Group meets every six months to discuss progress on key issues and to plan ahead, led by the Programme Manager.





## 6.0 Ideal Candidate Profile

### Essential:

- A demonstrable **commitment** to wildlife conservation.
- A **Master's degree** (or equivalent) in biological sciences, wildlife conservation or a related discipline including a relevant management discipline.
- **Project Management skills** - at least five years' experience of managing multi-partner, multi-funder conservation projects (delivery, budgeting, reporting, writing publications).
- A **Resource Changer** - makes things happen and achieves success through the lining up of people, funds and other resources.
- A **Good Team Leader** - experience of motivating teams, clarifying team aims and responsibilities, and identifying and sharing specialisms to ensure success.
- Excellent **interpersonal and communication skills** - at all levels with experience of working with the media, members of the public and positively engaging a variety of stakeholders.
- An **enthusiastic, outgoing and self-motivated** individual with initiative, ambition and drive.
- **IT competent** - familiar with datasets and mapping systems.

### Desirable:

- **Fundraising and partnership agreement skills** - experience of leading on/writing funding and/or partnership bids and drawing up agreements with external parties.
- A **Proactive Networker** - experience of personally expanding an area of work through persuading people and their organisations to work towards common goals.
- An **Opportunity Spotter** - evidence of identifying opportunities to engage new audiences for significant benefit to the organisation.
- An **Approach Developer** - examples where candidate has added value to the organisation and external partner projects, by developing new approaches that have had a positive impact.
- A **Strategy Contributor** - added own and team's value to the broader plans and resource requirements of an organisation.
- A specialist interest in mammal and/or wildlife conservation demonstrated by academic or career results (e.g. a PhD in species ecology or a specialist management position) with particular reference to bats.
- Fieldwork - experience and understanding of fieldwork for wildlife conservation outcomes.
- A corporate champion - evidence of a contribution towards organisational change and use of position to support new directives.
- Knowledge of priority species and habitats in the UK, with an understanding of biodiversity policy and related initiatives.



## 7.0 Job Description

<b>Job Title:</b>	Bat Programme Manager
<b>Grade/starting salary:</b>	4 (starting salary of £31,000)
<b>Location of Job:</b>	Home Based or Bronsil
<b>Responsible to:</b>	Science and Conservation Manager
<b>Responsible for:</b>	Nature Reserves Manager and Nature Reserves Officer, new project staff, volunteers and contractors (may vary from year to year).
<b>Job Purpose:</b>	To manage and develop the Bat Programme - a portfolio of conservation projects and activities in line with the Trust's Conservation and Organisational Development Strategy.

### Main Responsibilities:

1. To design and manage the Trust's bat conservation programme, ensuring the implementation and reporting of activities for best effect.
2. To contribute to the development of the Trust's overall conservation strategy.
3. To line manage and develop staff, ensure volunteers and contractors are managed effectively, and continuously improve the Trust's approach to developing our people's excellence and species specialisms.
4. To research and apply for relevant funds and, when funds are secured, to contribute to funder relationships and provide information, reports and attend meetings as required.
5. To manage stakeholders in relation to the bat programme, and further develop the Trust's positive reputation as a bat specialist.
6. To ensure VWT intelligence on bat conservation issues is current and to co-ordinate the development of individual and collective knowledge, as well as advocate knowledge sharing with key players.
7. To draft and issue relevant position statements and responses to consultations which represent and promote the VWT's position on bat conservation issues to external audiences.





8. To ensure that bat data and knowledge is suitably protected and that VWT intelligence is clearly acknowledged and owned by the Trust.
9. To be a Trust spokesperson on bat programme matters for the media or at events and undertake necessary presentations and speeches accordingly.
10. To write copy for VWT publications, publicity and marketing material, working closely with the Communications Manager.

### **Other Duties:**

#### **Finance**

- a) To prepare and propose an annual budget
- b) To manage day to day finances of the Bat Programme, working to the Trust's financial authorities and producing timely and accurate financial management information on an on-going basis

#### **Office, training and personnel**

- a) To attend training courses that further the Trust's and personal development needs
- b) To be familiar with and abide by the Trust's policies and procedures
- c) To provide training and/or mentoring to staff and volunteers

#### **General**

- a) Carry out other duties as from time to time required by your line manager or the chief executive
- b) Present a friendly, professional, competent and tidy personal image
- c) Keep Health and Safety matters as the over-riding determinant at all times and in all circumstances

### **Value Statement**

The Trust expects its staff to carry out their duties in a way that consistently exceeds the regulations and expectations of society at large in matters legal, ethical and environmental. Our aim is to ensure all resources are utilised effectively and efficiently. You will be expected to apply sound value for money principles in undertaking purchasing or supply of goods and services. The Trust will ensure that its staff receive appropriate training and development based on a documented personnel annual appraisal.



## 8.0 Training and Development

As part of its commitment to investing in its people, The Vincent Wildlife Trust trains and supports its staff in the delivery of their duties and in continued professional development. Manager posts are expected to propose personal development activities for agreement with line managers, and opportunities for wider involvement in the Trust's work at home and abroad will be offered from time to time. Advice will be given in drawing up a personal development plan and all suggestions will be considered according to resources available and the over-riding priorities of the Trust.

## 9.0 Outline Conditions

This post is full-time 40 hours per week and subject to a six month probation period. Core hours of employment will be Monday to Friday, 9.30am to 4.00pm - flexibility either side of these hours is permissible according to personal preferences. Due to the nature of the Trust's work, evening or weekend work is usually necessary for which time off in lieu is given. A contributory pension scheme is in operation and the post holder is entitled to 25 days paid leave per year in addition to public holidays.

All staff are required to work within the policies and procedures of the Trust, to work harmoniously with each other and to provide appropriate assistance and advice to colleagues when desirable for the effective undertaking of their respective responsibilities, and to undertake other duties appropriate to the post as delegated by their line manager. A willingness to be flexible about working arrangements and to provide occasional cover for absent staff is desirable in order to maintain organisational effectiveness.

## 10.0 Office Location and Travel Requirements

The Bat Programme Manager will need to be based at the Trust's Head Office near Ledbury, Herefordshire or from a home office within 1.5 hours drive of the Head Office. Currently most bat work is concentrated in Wales and the south-west of England, but the role is a UK-wide one and trips further afield are often necessary. A car will be provided by the Trust (essential for this post) which will be subject to a personal benefit taxation on company cars.

## 11.0 Other Requirements

A valid driving licence and adherence to defensive driving practices.

The job will be physically and mentally demanding with an element of lone working and, occasionally, long days of fieldwork or travelling.

Occasional trips abroad may be required and it is therefore recommended that a valid passport is in the candidate's possession.



## 12.0 Funder Requirements

This job has been initiated as a result of significant funding secured from the Esmée Fairbairn Foundation for the first five years of this new post. Annual reports will be required, mapping out progress against stated Outcomes and Indicators. The Bat Programme Manager will be responsible for producing these reports. Additional information for the funder, or time for site visits, may also be required on occasions.

