

# Bat Conservation Officer

## Job Application Pack

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## 1.0 APPLYING FOR THIS POST

Please read all the pack information that follows.

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

Applications must be made using the 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' as the only answer in the question boxes.

Deadline for applications is 28 September 2018 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 10 October, please assume that you have not been successful on this occasion. We do not send out rejection letters and do not have the resources to provide feedback for unsuccessful applicants.

## 2.0 BACKGROUND TO THE TRUST

The Vincent Wildlife Trust 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 primarily on the needs of British and Irish mammals. Currently our research is centred on the smaller mustelids and the rarer bats.

VWT's strategic aims are:

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

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

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### 3.0 BACKGROUND TO THE POST

The Vincent Wildlife Trust wishes to develop and manage more landscape-scale projects for bats in Britain, Ireland and more widely in Europe. Two new permanent roles of ‘Bat Conservation Officer’ are being created with the aim of growing our capacity in this area and further developing our bat conservation programme. These roles will form a team in the Trust, led by the Bat Programme Manager, taking project ideas through from concept to implementation. The roles will involve a high degree of active project management in the field, volunteer coordination, data analysis and information dissemination. They will also require time spent assisting with fundraising.

### 4.0 JOB DESCRIPTION

**Grade/starting salary:** Grade 2 (22,000 - 25,750)

**Location of Job:** Bronsil Office, Eastnor, Ledbury

**Responsible to:** Bat Programme Manager

**Job Purpose:** To develop and implement bat conservation projects and operations.

#### **Main duties:**

To support the delivery of the Trust’s bat projects through both administrative activities and in the field.

To work with the Bat Programme Manager to develop new projects and to lead on allocated projects, following good project management practice.

To rigorously test the Trust’s conservation interventions, and, where appropriate, carry out data analysis and prepare both general and scientific publications.

To organise fieldwork for projects, including the co-ordination and briefing of volunteers/staff and providing necessary maps, equipment and materials.

To co-ordinate and support the activities of volunteers assisting in the maintenance and monitoring of the Trust’s network of bat reserves.

To develop training materials for the Trust’s training and advocacy work.

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To attend events and conferences representing the Trust, and promote projects and programmes, including liaison with the media, as directed.

To undertake fundraising activities and administration to support the Trust's bat work.

To promote the bat programme through social media, in liaison with the Trust's Communications department.

## **Other Duties**

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

Attend such training courses as is required, in discussion with the Bat Programme Manager.

Be familiar with and abide by the Trust's policies and procedures.

### **General**

Carry out other duties as from time to time required by the Trust.

Present a friendly, professional, competent and tidy personal image.

Keep Health and Safety matters as the over-riding determinant at all times and in all circumstances.

## **5.0 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. Advice will be given in drawing up a personal development plan, and all suggestions considered according to resources available and the over-riding priorities of the Trust.

## **6.0 OUTLINE CONDITIONS**

This post is full time 40 hours per week. Core hours of employment will be Monday to Friday 9.00am to 2.30pm - flexibility outside of these hours is permissible according to personal preferences and in liaison with the Bat Programme Manager. Due to the nature of the work, evening and weekend work will be 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

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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. A willingness to be flexible about working arrangements and to provide occasional cover for absent staff is desirable in order to maintain organisational effectiveness.

## 7.0 IDEAL CANDIDATE PROFILE

### Essential:

- A demonstrable commitment to wildlife conservation.
- A degree (or equivalent) in biological sciences or related discipline
- Project management skills
- IT competent and familiarity with mapping and datasets
- Experience of bat monitoring and surveys
- Good communication skills and the ability to produce written materials for a range of audiences
- Driving licence

### Desirable:

- A bat licence is highly desirable
- Experience managing volunteers
- Budget management
- Fundraising

### Personal qualities

A demonstrable commitment and enthusiasm for wildlife conservation. An enthusiastic, outgoing and self-motivated individual with initiative, ambition and drive.

## 8.0 OFFICE LOCATION AND TRAVEL REQUIREMENTS

The Bat Conservation Officer post is based at the Trust's Head Office near Ledbury, Herefordshire. The post holder will need a car for business use. Travel costs will be reimbursed at the current HMRC rate. Use of a pool vehicle may be possible for longer journeys.