

Person and Job Specification

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Closing date for applications: 17:00 on Friday 15 October 2021



1 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 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 17:00 on Friday 15 October 2021

by email to helenhenderson@vwt.org.uk

or by post to:

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

First interviews are planned for **Wednesday 27** or **Thursday 28 October** and will be held in person at our Bronsil office (or via video conferencing if required). Second interviews are planned for **Wednesday 3 November**. Full details will be confirmed ahead of the interview date. If you do not hear from us by 25 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 Background to Vincent Wildlife Trust

Vincent Wildlife Trust (VWT) is a specialist mammal research and conservation charity, working on threatened mammals in Britain, Ireland and increasingly mainland Europe. Our work to date has focused on mustelids (the weasel family), including pine marten and polecat, and the rarer bats.

We have 37 reserves for the greater and lesser horseshoe bats. These buildings now support around 50% of Britain's greater horseshoe bats and a significant proportion of our lesser horseshoe bats, and we continue to use them as a resource for showcasing best practice in roost design and enhancement.

We have a secure financial base, with a turnover of c. £1.1 million and funding from grants, donations and investment drawdown. External funding has enabled us to embark on new flagship projects, including the nationally important Pine Marten Recovery Project.

VWT has 18 staff who work alongside some 300 volunteers. Our Head Office is near Ledbury in Herefordshire, where nine staff are based. The rest of the staff work from home offices, including two staff based in the Republic of Ireland.

Over the last three years, the CEO and Chair of Trustees have developed a Ten-Year Strategy to give VWT a clear base to increase its impact. Published in 2020, the strategy will take the charity through its next developmental phase as it plays an integral role in conserving threatened mammals in Britain, Ireland and wider Europe.

More detailed information is available on our website www.vwt.org.uk

3 Our Work on Bats

Over the past 30 years, VWT has built a strong reputation in the field of bat conservation and research. Our research into the ecology of greater and lesser horseshoe bats in the 1990s has underpinned conservation efforts for these species since, 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. 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. Our horseshoe bat reserves are a valuable resource to the Trust, not only as exemplars from which others can learn, but they also allow us to carry out small-scale targeted research projects. 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, with these forming the basis for further work both by universities and 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. The Trust also delivers its conservation objectives through longer-term studies, particularly through the support of doctoral and 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 VWT provides 50% funding and our staff co-supervise PhD students. The Trust currently has one PhD research project researching landscape-scale conservation of the barbastelle in Britain. A second PhD is due to start in late September, using the Motus system to track fine scale movements of bats in relation to transport infra-structure. Both these projects are based at the University of Sussex.

Although most of the Trust's work is currently focused on Britain and Ireland, we also work in mainland Europe, with links to research institutions and 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 are currently researching the ecology of Kolombatovići's long-eared bat, a species generally restricted to the coastal areas and islands of the Balkan peninsula. We are also developing novel survey techniques for medium-sized horseshoe bats in eastern Europe.

4 Job Description

Starting Salary	£32,000 per annum
Location of Job	Split between Bronsil Office, Ledbury and Home Office as required to meet the needs of the role and team
Responsible to	Head of Conservation
Responsible for	Two Bat Conservation Officers
Job Purpose	To lead the development and delivery of VWT's Bat Programme in line with the Trust's Ten-Year Strategy

Main Duties

- To lead the delivery of VWT's Bat Programme, including managing several grant-funded projects, liaising with partners, funders and stakeholders.
- To lead on managing the Trust's 24 greater and lesser horseshoe bat reserves in England and Wales, and liaise with staff in Ireland to ensure a consistent approach to bat reserve work across all of VWT's 37 reserves.
- To contribute to the development of the Trust's overall conservation strategy.
- To line manage and develop the Bat Team, including recruitment of new staff, along with managing or mentoring students and volunteers.
- To manage the Bat Team budget, including development of an annual budget for the Finance Manager and day-to-day management of project and team budgets.
- 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.
- To manage and develop our stakeholder network in relation to the Bat Programme, and further expand the Trust's positive reputation as bat specialists.
- 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.
- To draft and issue relevant position statements and responses to consultations which represent and promote VWT's position on bat conservation issues to external audiences.
- To ensure that bat data and knowledge is suitably protected and that VWT intelligence is clearly acknowledged and owned by the Trust.
- Working with VWT's Science and Research Team to publish results of VWT's bat conservation work in peer-reviewed scientific journals and reports.
- To act as a Trust spokesperson on Bat Programme matters for the media or at events, and undertake necessary presentations and speeches accordingly.
- To write copy for VWT publications, publicity and marketing material, working closely with the Head of Communications.

Other Duties

Office, Training and Personnel

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

General

- Carry out other duties commensurate to the role as 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 Training and Development

As part of its commitment to investing in its people, VWT trains and supports its staff in the delivery of their duties. 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 Outline Conditions

This post is full time (40 hours per week). Our normal office hours are 9am to 5.30pm with appropriate breaks. Flexible working is permissible in agreement with the Line Manager. Field working hours may require work outside of office hours and should these hours extend beyond normal daily working hours, staff will be expected to take Time Off In Lieu. Business travel and overnight stays will be required at times, for which travel and subsistence expenses will apply according to the Trust's current policy.

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.

Benefits Package

VWT offers a qualifying workplace pension scheme with Aviva which the post holder may request to be enrolled in from day one, though employer contributions would not be payable until a three-month probationary period is complete. An enhanced workplace pension scheme, also with Aviva, is available and matches personal contributions of 4% of staff salaries with an additional employer contribution of 7% after a qualifying period of three months.

VWT also provides life assurance after one year's service. The post holder is entitled to 25 days' paid leave per year in addition to public holidays.

Value Statement

The Trust expects its staff to carry out their duties in a way which 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 personal annual appraisal.

7 Ideal Candidate Profile

VWT is looking for a highly skilled and strategic scientist and leader, with strong interpersonal and management skills.

Qualifications

A Master's degree (or equivalent) in biological sciences, wildlife conservation or a related discipline, including a relevant management discipline.

Experience and Skills Essential

- An excellent team leader – experience of motivating and inspiring a team to deliver positive conservation outcomes.
- Experience and knowledge of bat conservation and research, and hold appropriate bat licences.
- 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. These should be both oral and written.
- IT competent.
- Full UK Driving Licence.
- At least two years' experience of successfully managing conservation projects (delivery, budgeting, reporting, writing publications).
- Experience of leading on/writing funding and/or partnership bids and drawing up agreements with external parties.
- Experience of successful networking to develop contacts and opportunities for significant benefit to the organisation.

Experience and Skills Desirable

- Experience of working in the charity sector.
- Experience of managing multi-partner, multi-funded conservation projects.

Personal Qualities

- A demonstrable commitment to and enthusiasm for wildlife conservation.
- An outgoing and self-motivated individual with initiative, ambition and drive and the personal qualities to become an ambassador for VWT.
- A positive 'can do' attitude.
- Well-organised with good attention to detail.
- The candidate should adhere to defensive driving practices.

The job may be physically and mentally demanding at times with an element of lone working and, occasionally, long days of fieldwork.

8 Office Location and Travel Requirements

The Bat Programme Manager post is split between the Bronsil Office, near Ledbury, and the Home Office as required to meet the needs of the role and team. A company car will be provided by the Trust (essential for this post) which will be subject to Benefit-in-Kind (BIK) tax. VWT will pay vehicle excise duty, insurance and maintenance expenses, as well as fuel for business purposes. The value, make and model of the car that is provided is entirely at the discretion of VWT. The post holder will be expected to adhere to The Company Policies in relation to vehicles and driving.

@Vincent Wildlife Trust

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