

Job Application Pack

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Closing date for applications: 17:00 on Friday 26 November 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 26 November 2021

by email to helenhenderson@vwt.org.uk

or by post to:

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

Interviews are planned for **Tuesday 7** or **Wednesday 8 December** and may be held in person at our Bronsil office or via video conferencing, if required. Full details will be confirmed ahead of the interview date. If you do not hear from us by 30 November, 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 Job Description

Starting Salary	£24,300 per annum
Location of Job	Split between Bronsil Office (Ledbury) and Home Office as required to meet the needs of the role
Responsible to	Senior Carnivore Conservation Officer
Job Purpose	Working closely with conservation staff, lead VWT's volunteer work to support the Trust's conservation programmes and undertake effective communication activities to recruit, train and support VWT's volunteers.

Main Duties

- Working closely with the Conservation Team, recruit, train, develop and support volunteers throughout their time at VWT, both with administration and project delivery in the field.
- Maintain an overview of all volunteering activity across all projects and support conservation staff with embedding volunteering into project development.
- Further develop VWT's volunteer strategy, ensuring this complements the Trust's Ten-Year Strategy and Conservation Programme.
- Develop the volunteer administration system, ensuring this remains in line with best practice and current legislation. Maintain up-to-date records of all VWT volunteers and liaise with VWT staff to ensure records are accurate.
- Manage the VWT contacts database and ensure it remains in line with GDPR.
- In liaison with the Communications Team, use a range of communication methods to ensure volunteers are engaged, including social media platforms, newsletters and face-to-face communication.
- Support VWT staff with community engagement and communications work where appropriate.

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 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.

4 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.

5 Outline Conditions

This post is a full time 40 hours per week maternity cover (fixed term) role starting 7 February 2022 continuing until the role holder returns to work following their period of maternity leave, at which time this contract will automatically expire unless otherwise agreed in writing. We cannot confirm at this point in time exactly how long the maternity leave will last, but it is likely to last at least 52 weeks. We cannot guarantee you any minimum or maximum period of employment, and it is a condition of this contract that you agree that when the role holder returns to work, your contract of employment will be terminated.

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. Due to the remote nature of the office location, the post holder should have access to a car. VWT pool cars will be available but should the job holder need to use their own vehicle occasionally for business use, with agreement of their line manager, they will be reimbursed for travel costs 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.

6 Ideal Candidate Profile

Qualifications

A degree in a relevant field.

Experience and Skills Essential

- Experience of working as a volunteer and working with and supervising volunteers and colleagues to achieve a range of positive conservation outcomes.
- Experience of working in the charity sector (conservation sector desirable).
- Strong organisational and project management skills with good attention to detail.
- Excellent communication skills, both oral and written.
- Familiarity with social media platforms.
- IT competent (particularly Excel and databases).
- Full UK Driving Licence.

Experience and Skills Desirable

- Familiarity of Mailchimp.
- Familiarity with GDPR – though training will be provided if necessary.
- Understanding of safeguarding issues as they relate to children and vulnerable adults.

Personal Qualities

- A demonstrable commitment to and enthusiasm for wildlife conservation and volunteer engagement.
- 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.
- Strong interpersonal skills.
- 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.

7 Office Location and Travel Requirements

The Volunteering and Community Engagement Officer post is based at the Trust's head office near Ledbury, in Herefordshire, with flexibility to work from home in consultation with the line manager to best meet the needs of the role. The post holder will preferably have access to a car for business use. Additional travel costs will be reimbursed at the current HMRC rate. Use of a pool vehicle is possible for longer journeys.

@Vincent Wildlife Trust

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