

Job Description and Person Specification

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Photo: Polecat ©Jane Parsons

Deadline for applications: 17:00 on Friday 14 April 2023

1 Applying for this post

Please read all the pack information that follows.

If you feel you meet the job specification and job requirements, we would love you 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 14 April 2023

by email to averil.clother@vwt.org.uk or by post to:

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

Interviews are planned for **Friday 21 April 2023** and will 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 21 April, please assume that you have not been successful on this occasion.

2 Background to Vincent Wildlife Trust

VWT has been a key player in research-led conservation of a range of threatened mammal species for more than 40 years. We develop and deliver evidence-based conservation interventions to support the recovery of mammal species. We work closely with universities, co-funding and supervising PhD projects, and with partner NGOs, where synergies in our aims allow us to deliver over and above what we could achieve on our own. Our work is published through peer-reviewed scientific journals and our own in-house conservation handbooks and literature.

We have a secure financial base, with a turnover of c.£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 19 staff who work alongside around 300 volunteers. Our Head Office is near Ledbury in Herefordshire where ten of our team are based. The rest work from home offices in England, Scotland, Wales and the Republic of Ireland.

VWT has strong governance and leadership and a clear direction to increase the impact and geographical scope of its operations through our 2020-30 Ten-Year Strategy.

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

3 Our Conservation Work

VWT began as an otter conservation organisation in 1975. From the 1980s the Trust diversified to carry out national surveys on water vole, research and surveys on hazel dormice, pine marten and polecat, and support work on butterflies, brown hare and bats. Currently our focus is on threatened smaller carnivores and rare bats.

In 2020 VWT completed the Pine Marten Recovery Project (PMRP), which used translocations of pine martens from Scotland to establish a population in mid-Wales. The PMRP is an exemplar project combining conservation biology and social science elements to successfully re-establish a carnivore population and mitigate potentially conflicting human interest. The Trust has continued its pine marten work, acting as an advisor and providing specialist technical help for further third-party marten translocations. We were commissioned to produce the strategic recovery plan for pine martens in Britain by Natural England and NatureScot, which was published in 2021, and the publication of our own Pine Marten Conservation Handbook is imminent.

We are currently working in partnership with Durrell Wildlife Conservation Trust and Wildwood on an ambitious project to reintroduce European wildcat to southern Britain. As well as our experience of conducting reintroductions, VWT brings its expertise in the social science aspect of conservation to the partnership, and we hope to embark on a social feasibility study in the prospective release area in 2023.

A key focus of our work is the development of innovative monitoring techniques so, alongside established methods used for national surveys of polecat for example, we are testing approaches for detecting the presence and population dynamics of small mustelids such as stoat and weasel in Britain and Ireland, and European mink, steppe and marbled polecat on the continent. We have longer-term aspirations to carry out conservation work on European mink in eastern Europe.

The Trust often delivers its conservation objectives through its own longer-term studies and projects, but we also seek to address evidence gaps 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. At this time, the Trust has three 50% funded PhD research projects – the first researching landscape-scale conservation of the barbastelle in Britain; another using the Motus system to track fine-scale movements of bats in relation to transport infra-structure; and a third linked to the prospective reintroduction of wildcat to southern Britain. We are supporting further PhDs on polecat genomics and the impacts of pine marten both socially and on other species.

4 Job Description

Starting Salary	£25,500 per annum
Location of Job	Bronsil HQ Office near Ledbury, Herefordshire HR8 1EP. Some hybrid home working may be permissible to be agreed with the Line Manager.
Responsible to	Carnivore Programme Manager.
Responsible for	Volunteers and student work placements on an ad hoc basis.
Job Purpose	To support the Carnivore Programme Manager in the development and delivery of specific carnivore projects, and in boosting the internal capability in conservation science across the Trust's operations.

Main Duties

- To assist the Carnivore Programme Manager with project development, writing of project proformas and the testing and reporting on conservation interventions.
- To help develop and manage defined conservation and research projects, reporting on progress and continuously improving the Trust's approach to project and programme management.
- To organise fieldwork for projects, including the co-ordination and briefing of volunteers and staff, and providing necessary maps, equipment and materials; conduct fieldwork as required.
- To work with other staff to develop training materials for the Trust's training and advocacy work.
- With the help of the Science and Research Team, to develop plans and co-ordinate activities for national carnivore surveys, such as VWT's national polecat survey.
- To organise the European Mustelid Colloquium every two years working with VWT's Communications Team and with partner organisations as appropriate and assist with the organisation of other VWT-led events.
- To be responsible for maintaining sighting records and other databases as required and producing summary reports.
- To attend events and conferences representing the Trust, and promote projects and programmes, including liaison with the media, as directed.
- To undertake fundraising and administration to support the Trust's Carnivore Programme.
- To promote the Carnivore Programme through social media, in liaison with the Trust's Communications Team.

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.
- 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 overriding priorities of the Trust.

6 Outline Conditions

This post is full time (37 hours per week). Our normal office hours are 9am to 5pm (Mon-Thurs), 9am to 4.30pm (Fri) 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 (TOIL). 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 with an Employee Assistance Package (EAP) 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 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 personal annual appraisal.

7 Ideal Candidate Profile

VWT is looking for a candidate with a demonstrable commitment to wildlife conservation who is interested in contributing to the enhancement of conservation science throughout the Trust.

Qualifications

A **degree** (or equivalent) in biological sciences, wildlife conservation or a related discipline.

Experience and Skills Essential

- A demonstrable commitment to wildlife conservation
- Project delivery and co-ordination skills
- IT competent (Office 365) and familiarity with mapping and datasets
- Experience of wildlife surveys and monitoring
- Good communication skills and the ability to produce written materials for a range of audiences
- Full, valid UK driving licence

Experience and Skills Desirable

- Experience of surveying and monitoring carnivores
- Experience of working with volunteers
- Experience of working to a set budget
- Experience of social media and event management

Personal Qualities

- A demonstrable commitment to and enthusiasm for wildlife conservation.
- An outgoing and self-motivated individual with initiative, innovation and drive, and the personal qualities to become an ambassador for VWT.
- A positive 'can do' attitude with excellent problem-solving abilities.
- Well-organised with good attention to detail, able to plan and prioritise own work to meet deadlines and complete work to time and budget.
- Committed to self-development, keeping relevant skills and knowledge up to date.

8 Equal Opportunities

Vincent Wildlife Trust values diversity and is committed to supporting an inclusive culture. We want our staff to feel comfortable to be themselves. We aim to provide an environment where everyone, regardless of background or characteristics, can develop their full potential.

To help us monitor our recruitment process to ensure they meet our Equal Opportunities Policy, all applicants are requested to download and complete our Diversity Monitoring form. Please return this with your completed Application Form.