

Job Description and Person Specification

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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 2 February 2024

by email to hr@vwt.org.uk or by post to:

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

Interviews are planned for **the week commencing 19 February 2024 and will be held in Galway**. Full details will be confirmed ahead of the interview date. If you do not hear from us by 19 February, please assume that you have not been successful on this occasion.

2 Background to Vincent Wildlife Trust

VWT has been a key player in the 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 2020-2030 Ten-Year Strategy.

More detailed information is available on our websites:

www.vwt.org.uk and www.vincentwildlife.ie

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.

VWT established a permanent presence in Ireland in 1995. Since then, it has undertaken extensive surveys of the lesser horseshoe bat to determine its distribution and roost preferences, and has acquired and now manages 12 buildings across four counties to safeguard these as summer roosts for the species. The Trust recently completed an innovative project to construct six purpose-built roosts for the lesser horseshoe bat in partnership with farmers in County Limerick. It has also co-authored the first Lesser Horseshoe Bat Species Action Plan with National Parks and Wildlife Service in 2022 and is an active member of the steering group implementing the actions detailed in that plan.

Since 2014, VWT Ireland has been undertaking desktop studies of the lesser horseshoe bat throughout its Irish distribution range to identify key areas in which to target conservation measures – the most recent of which have been in partnership with the National Parks and Wildlife Service and with three local authorities.

The Trust also undertakes survey and educational work on two Irish carnivores – the pine marten and the Irish stoat. The pine marten in Ireland was once considered rare but now has undergone a natural recovery due to legal protection. VWT was a partner for the 2019 All Ireland Squirrel and Pine Marten Survey and runs a dedicated information website (www.pinemarten.ie) for the species in partnership with National Parks and Wildlife Service.

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. The new Martens on the Move project, funded by The National Lottery Heritage Fund, will launch in early 2024.

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.

Currently, the Trust is running the Irish Stoat Citizen Science Survey hosted by the National Biodiversity Data Centre and has previously undertaken field studies in partnership with third level institutes. VWT is a member of the Irish Environmental Network.

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.

4 Job Description

Starting Salary	Grade 2 €32,240.00 per annum
Contract Type	Full time (37 hrs/week) for a fixed term of 3 years in the first instance.
Location of Job	Home Office based within the western counties of the Republic of Ireland.
Responsible to	Ireland Mammal Programme Manager.
Responsible for	Supervision/co-ordination of volunteers where required.
Job Purpose	To assist the Ireland Mammal Programme Manager in the development and delivery of specific conservation projects and in the general operation and boosting of conservation science capability of the Trust in Ireland.

Main Duties

- To assist the Ireland Mammal Programme Manager with project development, writing of project proformas and the testing and reporting on conservation interventions.
- To undertake and coordinate the monitoring of the Trust's network of Irish bat reserves and to support the creation of a volunteer network to assist with this, in liaison with the Trust's Volunteering and Community Engagement Officer.
- 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, and to conduct fieldwork as required.
- To work with other staff to develop training materials for the Trust's training and advocacy work.
- To develop plans and co-ordinate activities for any national surveys with the help of the Trust's Science and Research Team.
- To be responsible for updating the Trust's Irish websites and managing the queries that arise from these.
- To organise the All-Ireland Pine Marten Symposium every two to three years 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 Conservation Programme in Ireland in liaison with the Trust's Fundraising and Communications Manager.
- To promote the Conservation 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, including relevant Health and Safety qualifications.
- To be familiar with and abide by the Trust's policies and procedures.
- Carry out other duties commensurate to the role as required by the Trust.
- Ensure familiarity with VWT Health and Safety Policy and Manual, Risk Assessments and Safe Working Practices relevant to this role

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 based on discussions and outcomes from our documented annual appraisal process. 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 and home based: 37 hours per week for a fixed term of three years. Our normal office hours are 9am to 5pm (Mon to Thurs) and 9am to 4.30pm on Fridays, with appropriate breaks. Flexible working is permissible in agreement with the Line Manager. 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. Home working equipment and support for setting up a work space at home will be provided.

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, as well as undertaking any 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.

A probationary period of three months is applicable to this post, during which the post holder will be expected to establish their suitability for the role.

Benefits Package

VWT offers an enhanced workplace pension scheme with Zurich which the post holder may request to be enrolled in from day one or defer until after their 3 month probationary period. The scheme matches personal contributions of 4% of staff salaries with employer contributions of 7%.

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 all 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.

Equity, Diversity and Inclusion

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 processes to ensure they are meeting our Equal Opportunities Policy, all applicants are requested to download and complete our Diversity Monitoring form. Please return this to us along with your completed Application Form.

7 Ideal Candidate Profile

Experience and Skills Essential

- A demonstrable commitment to wildlife conservation
- A degree (or equivalent) in biological sciences or related discipline
- Project delivery and co-ordination skills
- IT competent (Microsoft 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 Irish driving licence

Experience and Skills Desirable

- Experience of working with volunteers
- Experience of monitoring and adhering to an agreed budget
- Social media and event management experience

Personal Qualities

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