



**Butterfly  
Conservation**

Saving butterflies, moths and our environment

# Candidate Information

Conservation Officer - Butterflies



Garden Tiger moth, Mark Parsons

# Contents

Background Information	p2
The Role	p4
The Person – Person Profile	p5
Terms & Conditions	p7
How to Apply and the Appointment Process	p7

## Background information

BC currently employs over 70 staff, around half of whom are based at its Head Office in Lulworth in Dorset. Others are located in offices in Scotland, Wales, Northern Ireland and around England. A few work from home. BC benefits from having a very active volunteer force, organised through a network of 31 branches across the UK, each covering one or more counties. There is also a European Interest Group, which participates in survey projects on the continent. These volunteers deliver an equivalent of over £10 million of effort each year.

Since its inception, one of BC's major activities has been the recording and monitoring of butterfly and moth populations. Following a major push in the early 1990s, this grew dramatically, and now harnesses the efforts of many thousands of recorders. The charity runs some of the largest insect recording schemes in the world: the Butterflies for the New Millennium Scheme with over 10 million records, and the UK Butterfly Monitoring Scheme which monitors populations at over 1,400 sites across the UK in association with the Centre for Ecology and Hydrology. In 2007, the Moths Count Project was launched with a major grant from the Heritage Lottery Fund. The main aim was to collate moth records into the National Moth Recording Scheme. This has been highly successful and the scheme has gathered over 23 million moth records.

These datasets of butterfly and moth records provide an important evidence base on the state of butterflies and moths in the UK, as well as identifying priorities for conservation. The data are also widely used for research, and BC has developed strong partnerships with several universities to use the data to investigate pressing environmental topics such as habitat fragmentation, the impacts of climate change, and insecticide use.

BC also runs the Big Butterfly Count, one of the largest surveys of its kind anywhere in the world. The charity benefits from having Sir David Attenborough as its President since 1999 and he has been a strong advocate of the count as a way of engaging a large cross section of the public. Since its start in 2010, almost half a million people have visited the count website and 158,000 people have taken part. They have counted a total of over 2.7 million butterflies, providing valuable data not just on the fate of our butterflies but also on the general health of our environment.

BC's conservation work focusses on saving threatened species from extinction, concentrating on over 130 species classified as priorities in UK legislation. The charity also provides advice on managing a wide range of habitats for all butterfly and moth species, including farmland and urban habitats. A central part of BC's conservation strategy is to conserve species at a landscape scale in order to ensure their long term survival. This involves working with multiple landowners and partners across whole networks of sites where species occur. These projects have been highly successful in restoring several threatened species after decades of decline. The results were published in a landmark report available on the BC website: Landscape scale conservation of butterflies and moths: Lessons from the UK.

To underpin this work, BC has expanded its member and supporter base to raise core income. In addition to its 28,000 members, BC reaches over 100,000 supporters via a monthly e-newsletter. A substantial part of BC's income has come in the form of government grants and contracts but as with other charities, this source of income has diminished in recent years. The charity has therefore worked hard to diversify its income streams from both internal and external sources. It also has a strong media presence, including a large and rapidly growing following on social media. These are important mechanisms to expand our influence, grow our capacity and harness new supporters.

## The Future

The work of BC has never been more important. Wildlife is in steep decline across the UK and over three-quarters of butterflies and around two-thirds of moths are in decline. Many of these species are threatened with extinction. There are numerous new threats facing these species, such as the impact of climate change and rising development pressure. As butterflies and moths are sensitive indicators of environmental change and crucial parts of our ecosystem, work aimed at their conservation helps to maintain a healthy environment for humans as well as other wildlife.

To tackle the problems facing butterflies, moths and our environment, BC formulated a 2025 strategy following on from progress and achievements of the 2020 vision. The strategy recognises the need to maintain and expand its expert staff as well as its Branches and volunteers who are crucial to achieving success on the ground. The four core aims of BC are:

- Recover threatened butterflies and moths
- Increase numbers of widespread species
- Inspire people to understand and deliver species conservation
- Promote international conservation actions

In order to be more effective, BC is increasingly working in partnership with other NGOs. Starting in 2013, it has formed a partnership with six other species-focussed NGOs whose charitable objectives align very closely together. This partnership is now engaged in a series of major projects and has just been awarded £4.6million from the Heritage Lottery Fund towards preventing the extinction of threatened species in England.

# The Role

<b>Job Title:</b>	Conservation Officer - Butterflies
<b>Responsible To:</b>	Senior Ecologist
<b>Location:</b>	Butterfly Conservation Head Office, East Lulworth, Dorset
<b>Duration:</b>	2 years fixed term contract
<b>Salary:</b>	Grade C - £23,714 - £27,397 per annum, plus pension contribution

## Background:

This is a wide ranging position working within the Science Team to assist with the implementation of Butterfly Conservation's action for section 41 butterfly and moth species; with a focus for this post on butterflies. The post holder must be well organised, able to forward plan and work on their own initiative as well as being able to deal with reactive tasks on a daily basis.

This post will involve periods of office-based activity as well as fieldwork and out of office tasks mainly in the south of England.

## Job Purpose:

- Working within the team to implement our GIS strategy to improve our spatial data capabilities and analysis, using GIS, for our conservation projects
- Deliver a wider-countryside pilot project which will benefit threatened butterfly and moth species found in the farmed landscape
- Deliver actions on priority threatened butterfly species, assist with surveys/monitoring
- Assist with the design and implementation of conservation ecology research projects for BC priority species
- Report to funders, report writing and other materials for publication/dissemination

## Specific Tasks:

- Assisting with the development and implementation of BC's GIS strategy and day to day management of GIS datasets
- Assisting staff with map production and GIS analysis
- Delivery of the Stourhead wider-countryside pilot project. This is a new project starting in 2017 and during the first year there will be extensive survey requirements of moths and butterflies in the N Dorset/Wiltshire border

- Co-ordinate analysis and reporting on the status of threatened butterflies through the production of site dossiers, in the first instance, for the Marsh Fritillary
- Organise and/or assist with surveys for the monitoring of a range of priority species (working with the Regional Team) including Marsh Fritillary, Heath Fritillary, Glanville Fritillary, Duke of burgundy etc
- Undertake data entry and assist in the production of reports including producing maps using GIS
- Disseminate good conservation practice for BC priority species, by helping to organise, for example, species conservation days/training days with colleagues
- Set up and manage a scientific research paper database for the Science Team
- Assist in responding to butterfly conservation enquiries
- Any other duties relevant to the post as agreed with Line Manager

## Person Profile

### Technical/Specialist Skills

- Educated to degree or HND level in a biological or environmental science or equivalent experience
- At least two years of relevant experience
- Knowledge on the ecology, conservation and habitat management requirements of a range of threatened butterflies and moths and current research priorities
- Knowledge of agri-environment schemes and farmland management for wildlife
- Experience of conducting surveys, monitoring and habitat assessments on priority butterflies and moths
- Experience of working with and/or training volunteers carrying out survey and monitoring activities
- Ability to plan and deliver conservation projects on priority butterflies
- Help to give habitat management advice on priority species in reports, article and through meetings and training events to external partners
- Excellent GIS map creation and geospatial analysis preferably using more than one type of software (QGIS, MapInfo, ArcGIS)
- Experience and knowledge of a wide range of computer software, including email/internet, word processing, spreadsheets, databases & referencing systems (such as Zotero)
- Data management experience (data recording, comparison, analysis and presentation of findings)
- Undertake data entry and prepare and disseminate reports (often using GIS)

- Full driving licence (or means to travel around the area) and valid car insurance for business use

### **Budget Responsibilities**

- Work with project delivery budgets as part of externally funded projects

### **Dealing with Volunteers/Managing External Partners and others**

- Experience of working with landowners and partner organisations (such as Natural England, Wildlife Trusts etc)
- Ability to communicate with a wide range of individuals ranging from landowners, partner organisations and volunteers
- Co-ordinate new and existing volunteers to become involved in species surveys within the wider-countryside species pilot project
- Provide advice on management and monitoring of threatened butterflies to external partners
- Good written, spoken communication and presentation skills

### **Decision Making and Society Policy**

- Maintain good communication with Branches and Regional staff
- Empathy with aims and objectives of Butterfly Conservation

### **Personal Attributes**

- Well organised and self-motivated; able to plan and undertake work on your own (or with limited direct supervision)
- Able to prioritise, meet tight deadlines and use initiative
- Flexible: able to rapidly assimilate information and adapt to a changing environment
- Able to work effectively as a member of a team
- Pragmatic, innovative, enthusiastic and able to motivate others
- Able to manage potential conflict by dealing with people in a calm and professional manner
- Willing to work occasional weekends and evenings

### **Desirables**

- Experience of editing and maintaining websites
- Experience of publicity work and the media
- Experience of overseeing/managing external contractors
- Experience of supervising and supporting volunteers

## Terms and Conditions

*The terms and conditions outlined below are for guidance purposes only and shall not constitute a contractual offer. Detailed terms and conditions of employment will be set out in an offer to the successful candidate.*

### Location and Hours

Office based. The post holder will be required to work full time (37 hours per week). Some weekend and evening working may be required.

### Start Date

To be agreed, on a fixed term contract for two years.

### Remuneration and Benefits

- The salary for this role is £23,714 - £27,397 per annum, dependent on experience
- 5% pension contribution by the charity to the AVIVA Stakeholder Pension Scheme
- Annual leave entitlement of 23 days, rising to 28 days in year three of employment, plus public holidays.

### Notice Period

After an initial probationary period of six months, during which notice shall be two weeks by either party, notice will be one month by either party.

## How to Apply and the Appointment Process

### Applications

Applications forms can be downloaded from BC's website [www.butterfly-conservation.org](http://www.butterfly-conservation.org)

Please email completed applications forms to [HR@butterfly-conservation.org](mailto:HR@butterfly-conservation.org)

We are committed to the promotion of equality of opportunity in all our employment practices. The Equal Opportunities form is used for statistical purposes only and will not be seen by any member of the recruitment panel.

Your application form plays an important part in our selection process. Please ensure that your completed form relates as closely as possible to the requirements of the job, detailed in the Job Description and the Person Profile. C.V's will not be accepted.

We will correspond with you by email and phone. Please ensure that you provide us with an email address and phone numbers that you are happy for us to use for this purpose. Please provide a mobile phone contact if possible.

If you require any further information regarding this position, please email [HR@butterfly-conservation.org](mailto:HR@butterfly-conservation.org)

### Closing Date

Please note that the closing date for applications will be **noon on Wednesday 3 May 2017**.

Late applications will not be considered.

### Selection Process

A shortlist of candidates will be invited to attend for interview on **Thursday 18 May 2017** at BC's Head Office.

Applicants must be entitled to work within the United Kingdom and we request that you provide BC with a copy of your passport (or acceptable proof of eligibility as specified by GOV.uk) upon appointment.

Due to an anticipated large volume of enquiries we will be unable to respond to all candidates therefore if you have not heard from us by 18 May 2017, please assume that your application has been unsuccessful on this occasion.

### **Travel Expenses**

Reasonable travel expenses will be reimbursed to candidates required to attend for interview. Rail travel should be standard class, and mileage claims will be reimbursed at 23 pence per mile.

Before incurring any significant expenses (e.g. international travel or long journeys) please contact [HR@butterfly-conservation.org](mailto:HR@butterfly-conservation.org)

### **Agencies**

Unfortunately agency applications for this position will not be considered.

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