



**Butterfly  
Conservation**

Saving butterflies, moths and our environment

# Candidate Information

Butterflies for the New Millennium (BNM) Project  
Co-ordinator (part time 0.5 fte)



Garden Tiger moth, Mark Parsons

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## 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 1,300 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 30 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 30,000 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>	Butterflies for the New Millennium (BNM) Project Co-ordinator (Part time 0.5 fte)
<b>Responsible To:</b>	Head of Recording
<b>Location:</b>	Butterfly Conservation Head Office, East Lulworth, Dorset
<b>Duration:</b>	2 years fixed term contract
<b>Salary:</b>	Grade C – From £23,714 - £27,397 pro rata, dependent on experience, plus 5% pension contribution

### Job Purpose:

- To co-ordinate the Butterflies for the New Millennium project, the butterfly recording scheme gathering verified sightings from across the United Kingdom.
- To maintain, support and develop an effective volunteer recording network for butterflies and good working relationships with individuals and organisations involved in biological recording.
- To undertake annual updating of the Butterflies for the New Millennium database.
- To be an advocate for butterfly recording and the Butterflies for the New Millennium project.
- To facilitate the use of Butterflies for the New Millennium data for conservation, policy, scientific research and public education/awareness.

### Specific Tasks:

- Maintain and support network of volunteer Butterflies for the New Millennium Local Co-ordinators/County Recorders, helping to recruit and train new volunteers as necessary.
- Receive, process and import datasets of butterfly records, in a variety of formats, from County Recorders into the Butterflies for the New Millennium database.
- Utilise a variety of software tools to undertake necessary verification and validation checks on the data and correct errors in liaison with County Recorders.
- Organise and run annual UK Butterfly Recorders' Meeting for c.200 people.
- Promote and publicise Butterflies for the New Millennium and butterfly recording to a wide range of audiences via articles, presentations, interviews and social media, in association with Butterfly Conservation's Media Team.
- Ensure adequate feedback to participating volunteers, organisations and members of the public.

- Facilitate access to and use of Butterflies for the New Millennium data by staff, partner organisations, academic collaborators and others as necessary, under the direction of the Head of Recording.
- Help, as necessary, with development of new online tools to aid record submission, access or interpretation of Butterflies for the New Millennium data.
- Contribute to academic research collaborations utilising the Butterflies for the New Millennium data, as appropriate.
- Assist in the planning and preparation of a future Britain and Ireland butterfly atlas.
- Provide support, as necessary, to Butterfly Conservation's citizen science recording schemes.

## Person Profile

### Technical/Specialist Skills

- Educated to degree or HND level in a biological or environmental science or equivalent experience
- At least two years relevant experience
- Data management experience (data recording, comparison, analysis and presentation of findings)
- Excellent spreadsheet (e.g. Microsoft Excel) skills in data manipulation and analysis
- Proven track record of learning and utilising different database software
- Experience of working with and/or training volunteers
- Competence with other standard Microsoft Office software, including email/internet, word processing, Powerpoint etc.

### Dealing with Volunteers/Managing External Partners and Others

- Excellent communication skills with the ability to motivate a wide range of individuals including volunteers and organisations
- Experience of working with volunteers and the general public

### Personal Attributes

- Empathy with aims and objectives of Butterfly Conservation
- Diligent, analytical and methodical, with a high degree of accuracy and attention to detail
- Extremely well organised and able to prioritise own workload and undertake work on your own (or with limited direct supervision)

- Enjoy a fast paced environment with the proven ability to rapidly assimilate information and adapt to a changing environment
- Able to work effectively as a member of a team
- Clear and confident communicator
- Able to manage potential conflict by dealing with people in a calm and professional manner
- Willing to undertake some travel, and work occasional weekends and evenings

### Desirables

- Experience and knowledge of the biodiversity recording sector in the UK
- Scientific research experience incorporating data analysis
- Good knowledge of natural history of UK butterflies and identification skills
- Experience of citizen science recording schemes
- Expertise in use of GIS software (e.g. QGIS)
- Familiarity with computer software packages used in UK biodiversity recording
- Experience of publicity work, public speaking and communicating with print and broadcast media
- Full driving licence (or means to travel around the area) and valid car insurance for business use

## 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 0.5 fte (18 hours 30 minutes 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 pro rata per annum, dependent on experience
- 5% pension contribution by the charity to the AVIVA Stakeholder Pension Scheme
- Annual leave entitlement of 23 days, pro-rata, including 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 Friday 5 May 2017**.

Late applications will not be considered.

## Selection Process

A shortlist of candidates will be invited to attend for interview on **Wednesday 17 May 2017** at BC's Head Office, Dorset.

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 17 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 30 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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