



**Butterfly
Conservation**

Saving butterflies, moths and our environment



Candidate Information

Education Project Officer (part time 0.4 fte)



Garden Tiger moth, Mark Parsons

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Background information

BC currently employs approximately 80 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 £11 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 2,500 sites across the UK in association with the Centre for Ecology and Hydrology and has just celebrated its 40th anniversary. 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 24 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 nearly 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 31,000 members, BC reaches over 80,000 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

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| Job Title: | Education Project Officer (part time – 0.4 FTE) |
| Responsible To: | Senior Education Officer |
| Location: | Butterfly Conservation Regional Office, Alresford, Hants |
| Salary: | Grade C, £23,714 - £27,397 pro rata, per annum plus 5% pension contribution |
| Duration: | 1 year fixed term contract |

Background

'Wild in Winchester' is a project that builds on BC's flagship education scheme, 'Munching Caterpillars' (www.munchingcaterpillars.org) which delivered a successful programme of school workshops and public events aimed at inspiring an interest in butterflies, moths and their caterpillars among young people and their families. This new project has been made possible thanks to a grant from the Sharing Heritage programme of the Heritage Lottery Fund and is aimed at sharing the value and rich heritage of Chalk Downland with different groups of people. The post will centre on BC's flagship reserve, Magdalen Hill Down on the edge of Winchester. Specifically, it focusses on establishing a programme of educational visits to the reserve by local school groups and developing a set of resources that will interpret different aspects of the reserve's ecology through hands on tasks and activities. The post-holder will be working closely with the Winchester Science Centre (which is sited on the edge of the reserve) – a key partner in this exciting project. They will provide training for staff at the centre which will enable them to deliver workshops and reserve visits as part of their own education programme along with volunteers from both organisations.

The post-holder will be based at BC's regional office in Alresford and will work closely with the Reserves Officer and committee members of the Hampshire and Isle of Wight Branch of BC, as well as the Senior Education Officer.

Job Purpose

- To be responsible for the day to day delivery of the *Wild in Winchester* project
- To deliver a training programme for Winchester Science Centre staff and volunteers
- To be responsible for the Wild in Winchester project delivery budget
- To assist the BC finance and fundraising teams in complying with the requirements of funders

Specific Tasks:

- To research and develop a set of resources that can be used in conjunction with field visits to Magdalen Hill Down. These will need to link to elements of the National Curriculum and include hands on activities and tasks that help to explain different aspects of the Chalk Downland ecology
- To establish a programme of school visits to the reserves by promoting the project widely to schools in the area and liaising with teaching staff

- To organise and deliver school visits on the reserve using the resources developed
- To provide training and support for staff and volunteers at the Winchester Science Centre in order for them to deliver workshops and visits to the reserve [as part of their own education programme and to support the Project Officer]
- To work with the Winchester Science Centre on the creation of an interpretation exhibit that introduces visitors to the Centre and the local community to the rich heritage of Magdalen Hill Down
- To deliver fun, hands on activities for families that raise awareness and understanding of Chalk Downland and in particular the butterfly and moth species associated with it in conjunction with the Winchester Science Centre and at other venues in the region
- To work effectively with appropriate contractors to oversee the production of the project resources
- To work with any BC volunteers wishing to support the project
- To support BC's media team in publicising and promoting the project
- To ensure that the project's reporting procedures are carried out
- To manage the project budget
- Liaise with other BC staff contributing to the development of the project, especially those involved in the management of Magdalen Hill Down
- Any other duties in connection with the development of the *Wild in Winchester* project, as may be required in agreement with your line manager

Line Management/Contractor Responsibility

- Train and manage a team of project volunteers
- Manage contractor/s to deliver the production of project resources and website

Dealing with Volunteers/Managing External Partners and others

- Develop and maintain contact with the project delivery partners (Winchester Science Centre, primary schools etc)
- Develop and maintain contact with other organisations involved in the project
- Manage a team of project volunteers

Person Profile

Technical/Specialist Skills

- Experience of working with children and families
- A teaching qualification and/or degree in a biological or an environmental science subject or equivalent experience
- A strong commitment to environmental education
- Experience of project delivery
- Practical experience of planning and running children's activities
- Practical knowledge of Chalk Downland and/or Lepidoptera
- The ability to use IT applications, including databases, spreadsheets, and word processing
- Knowledge of health & safety, child protection and risk assessment procedures
- First Aid qualification (or a willingness to attend first aid training)
- Full driving licence (or other means to travel around the area) and valid car insurance for business use
- Experience of working with a wide range of people from the general public to specialists (e.g. teachers, managers of conservation sites and local community spaces, etc)
- Excellent written and spoken communication and presentation skills

Decision Making and Society Policy

- 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 activities, meet tight deadlines and use initiative
- Flexible: able to rapidly assimilate information and adapt to a changing environment
- 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 planning and running training workshops for adults
- Experience of researching and developing learning resources
- Experience of developing web content, editing and maintaining websites
- Experience of publicity work and the media
- Experience of managing budgets
- Experience of managing contractors and/or staff
- 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

Butterfly Conservation Regional Office, Bull Pens, Manor Farm, Itchen Stoke, Alresford, Hants, SO24 0QT.

The post holder will be required to work 0.4 fte (14 hours and 48 minutes per week). Some weekend and evening working may be required.

Start Date

The successful candidate will be expected to commence employment with BC during October 2017 on a one year fixed term contract.

Note: The successful applicant will be required to under a full DBS check as this post entails regular working with young children

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, 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

Please email completed applications forms to 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

Closing Date

Please note that the closing date for applications will be **noon on Wednesday 27 September 2017**.

Late applications will not be considered.

Selection Process

A shortlist of candidates will be invited to attend for interview on **Wednesday 11 October 2017** at BC's Head Office in East Lulworth.

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 11 October 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

Agencies

Unfortunately agency applications for this position will not be considered.

