



Saving butterflies, moths and our environment

Butterfly Conservation

Thank you for taking the time to find out about our current vacancy. It is great to know you are interested in working with Butterfly Conservation (BC). Included in this pack is a little background information about the organisation along with details of the job role.

BC currently employs approximately 90 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. BC benefits from having a very active volunteer force who deliver an equivalent of over £11 million of effort each year.

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. These projects have been highly successful in restoring several threatened species after decades of decline.

To underpin our work, BC has expanded its member and supporter base to raise core income. In addition to its 36,000 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. 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.

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

If you are excited about the prospects of working for a leading wildlife charity please read through the attached job description to see if you have the right skills to join the team.

We look forward to hearing from you soon.

With best wishes

Charlotte Davidson
Head of Governance and HR

JOB DESCRIPTION

Job Title:	Head of Conservation England
Responsible To:	Director of UK Operations
Location:	Flexible within England: home-based or in Butterfly Conservation's office in either East Lulworth or Winchester
Salary:	£33,423 to £38,733 (Band E) plus 5% pension contribution
Duration:	Established post
Hours:	37 hours per week (1 fte)

BACKGROUND:

Butterfly Conservation (BC) has a network of staff across the UK, including six England regions: Northern England, West Midlands, East Midlands, East of England, South East England and South West England. Our conservation work across England is delivered by five Regional Conservation Managers, three Conservation Officers and a team of project staff working on specific landscape-scale initiatives. Our success in project development has enabled us to build a large team, currently including 21 full or part-time staff, focused on conservation action in England.

The main purpose of the team is delivery of the England section of BC's UK Conservation Strategy. This provides a framework for prioritising conservation action for butterfly and moth species and identifying key landscapes supporting Lepidoptera. We deliver the strategy by developing and implementing landscape-scale projects; building partnerships with NGOs, public bodies and the private sector; providing advice and support to land managers; collaborating with BC staff across the UK; supporting BC's branches and volunteers; and representing BC's priorities to external partners.

JOB PURPOSE:

- To manage BC's England Team and provide leadership for our landscape-scale conservation work.
- To work closely with the Director of UK Operations on developing conservation programmes for priority species across the UK.
- To maintain and develop an effective staff network in England to deliver sustainable conservation action in the long-term.
- To ensure effective delivery and reporting of projects internally and externally.
- To develop new projects to deliver BC's priorities in England and help secure ongoing funding working closely with the fundraising and finance teams.
- To be responsible for the England regional budgets.
- To ensure close working between BC staff, branches and key volunteers in delivering coordinated conservation action across England.
- To promote and publicise, to a wide audience, the impact of our work across England.

- To liaise with other BC staff to ensure the effective delivery of BC's 2025 Core Strategy.
- To ensure good communication between staff in the England Team, BC's branches and the rest of the charity.

SPECIFIC TASKS:

- To lead implementation of BC's Regional Conservation Strategies, assisting Regional Conservation Managers in developing implementation plans and annual work programmes for the delivery of targeted conservation work and landscape-scale projects.
- Ensure delivery of monitoring and surveillance schemes for key species to inform conservation action.
- Ensure that the outcomes of projects are properly recorded using GIS, to enable effective analysis of progress and impact.
- Provide expert conservation advice to colleagues, partner organisations and Government.
- To lead collaboration and communication across the England regions, ensuring that regional targets and projects contribute to coherent conservation programmes and BC's UK Conservation Strategy.
- Promote BC's England conservation work internally and externally, including giving presentations to relevant meetings and conferences and working with the media.
- Lead the team in preparation of scientific and popular reports for a range of audiences.
- Responsibility for England budgets and their control, working closely with the UK Director of Operations and the Head of Finance.
- Ensure effective and timely financial reporting to BC's Finance team and meet funders' reporting requirements.
- Work closely with the fundraising staff and contribute to bids for external funding, partnership agreements and fundraising appeals to underpin conservation delivery.
- Line manage the Regional Conservation Managers, including recruitment, management and development of the team.
- Lead the England Team and oversee effective line management of project staff.
- Manage consultants and contractors in the delivery of BC's conservation projects.
- Lead the development of partnerships and the charity's interests to other organisations in England.
- Maintain regular contact and effective liaison with BC Branches and volunteers, and with the staff of relevant governmental and non-governmental organisations, ensuring a strategic overview of conservation within England.
- Ensure all projects have appropriate management and liaison bodies such as advisory groups or steering groups.

- Maintain good liaison with other BC staff, especially those involved in species conservation, butterfly and moth recording, volunteer development and the Head Office finance, administration and media teams.
- Maintain a strategic overview of the organisations' delivery in England and contribute to development of BC's policies.
- Attend and contribute to relevant meetings as required.
- Any other duties in connection with BC's work as required in agreement with your line manager.

PERSON PROFILE

JOB TITLE: Head of Conservation England

Technical/Specialist Skills	Essential	Desirable
A degree in a biological, environmental, forestry, or rural land use science, or equivalent experience	✓	
Competent field naturalist with a strong commitment to nature conservation and a sound understanding of ecological processes	✓	
An excellent understanding of the ecology of butterflies and moths and thorough knowledge of their habitat requirements	✓	
Extensive experience of developing and delivering conservation and other projects and contracts	✓	
An understanding of the policy context for conservation and landscape management in England, particularly environmental stewardship.	✓	
A minimum of five years' relevant experience	✓	
The ability to use IT applications, including word processing, spreadsheets, databases and GIS	✓	
Extensive experience of data management experience (data recording, comparison, analysis and presentation of findings)	✓	
Full driving licence (or means to travel around the area) and valid car insurance for business use	✓	
Post-graduate degree (e.g. PhD, MSc)		✓
Budget Responsibilities		
Extensive experience of developing and managing budgets and budgetary control	✓	
Extensive experience and proven ability in major project development and of grant/contract applications	✓	
Line Management/Contractor Responsibility		
Extensive experience of line management, including the ability to lead large teams and support communication across a wide area	✓	
Extensive experience of project management including commissioning and managing contractors	✓	
Dealing with Volunteers/Managing External Partners and others		
Extensive experience of working with volunteers, governmental and non-governmental organisations and the general public at a high level	✓	
Ability to communicate with a wide range of individuals including land managers, NGO partners, government agencies, volunteers and media	✓	
Excellent written, spoken communication and presentation skills	✓	

Decision Making and Charity Policy		
Able to lead on development of BC's England conservation strategies	✓	
Proven leadership qualities and strategic vision	✓	
Empathy with aims and objectives of BC	✓	

Personal Attributes		
Analytical and methodical, with a high degree of accuracy	✓	
Well organised and self-motivated; able to plan and undertake work on your own	✓	
Able to prioritise a diverse workload, meet tight deadlines and use own 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 conflicts by dealing with people in a calm and professional manner	✓	
Willing to work some weekends and evenings and away from home	✓	

How to Apply and the Appointment Process

Applications

Applications forms can be downloaded from Butterfly Conservation'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 6 February 2019**.

Late applications will not be considered.

Selection Process

A shortlist of candidates will be invited to attend for interview on **Wednesday 27 February 2019** at Butterfly Conservation's Head Office in Dorset.

Applicants must be entitled to work within the United Kingdom and we request that you provide Butterfly Conservation 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 Thursday 21 February 2019, 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.

JOB APPLICANT PRIVACY NOTICE

Butterfly Conservation collects a range of data about you during a recruitment process which will include:

- Your name, contact details and address;
- Details of your skills, qualifications, experience and employment history;
- Information regarding your right to work in the UK; and
- Details regarding your current level of remuneration and any work benefit entitlements.

This information will be collected from your application form and/or covering email or letter on submission to us, plus from your examination certificates, passport, driving licence or other identity documents provided. We may also collect personal data about you from third parties, such as references obtained from former employers, background checks or criminal record checks, as applicable.

This data will be stored in an electronic format (including email) on our internal IT systems and also in paper form within our HR Department. Your information may be shared internally for recruitment purposes with our directors, HR and IT teams strictly for decision making purposes. We do not share your data with any third parties.

We need to process your data to take the necessary steps prior to entering into any contract with you. We may also need to process your data if we agree to enter into a contract with you. We have a legitimate interest in processing your data during a recruitment process to ensure that we make and keep records of this process. These records allow us to manage the process effectively, assess a candidate's suitability for employment and decide whom to offer roles to. We may also, from time to time, need to process data from job applicants to respond to and defend against legal claims.

As a data subject, you have a number of rights including access to your data on request, to stop us processing your data on demand, to ask us to delete your data on demand or to change any incorrect or incomplete data we hold on you. If you believe that we have not complied with your rights, you can complain to the Information Commissioner.

Butterfly Conservation will not transfer your data outside of the European Economic Area. We will protect your data internally through internal controls and policies to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed by our employees except in the proper performance of their duties.

We will keep your personal data in this regard for a maximum of six months, unless you withdraw your consent during this timescale. Our recruitment processes are not based on automated decision making and you are under no statutory or contractual obligation to provide your data to us. If you elect not to do so however, we will not be able to process your application properly, if at all.

Company limited by guarantee, registered in England (2206468)
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