

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:

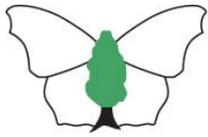
- Recover threatened butterflies and moths
- Increase numbers of widespread species
- Inspire people to understand and deliver species conservation
- Promote international conservation actions

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



Butterfly Conservation Wales

Gwarchod Glöynnod Byw Cymru

Saving butterflies, moths and our environment Yn achub glöynnod byw, gwyfynod a'n hamgylchedd ni

4D Cwm Road Hafod Swansea SA1
2AY

4D Heol y Cwm Yr Hafod Abertawe
SA1 2AY

Tel Ffôn 01792 642972

wales@butterfly-conservation.org

www.butterfly-conservation.org

Llywydd Syr David Attenborough CH FRS President Sir David Attenborough CH FRS

Diolch yn fawr am gymryd yr amser i ddysgu am y swydd wag sydd gennym. Mae'n braf gwybod y carech chi weithio gyda Gwarchod Glöynnod Byw (BC/GGB). Mae'r pecyn hwn yn cynnwys peth gwybodaeth am gefndir y sefydliad, ynghyd â manylion y swydd.

Mae GGB yn cyflogi tua 90 o aelodau staff; mae rhyw hanner ohonynt yn y Brif Swyddfa yn Lulworth, Dorset. Mae'r lleill mewn swyddfeydd yn Yr Alban, Cymru, Gogledd Iwerddon ac o gwmpas Lloegr. Mae gennym lu o wirfoddolwyr gweithgar iawn hefyd y mae eu hymdrechion godidog yn gyfwerth â mwy nag £11 filiwn bob blwyddyn.

Prif nod gwaith cadwraethol GGB yw achub rhywogaethau sydd mewn perygl o ddiflannu, gan ganolbwyntio ar ryw 130 o'r rhai a ysytyrir yn flaenoriaeth gan ddeddfau'r DU. Mae'r elusen yn rhoi cyngor hefyd ar reoli ystod eang o gynefinoedd er lles glöynnod byw a gwyfynod o bob math, gan gynnwys tir ffermio ac ardaloedd trefol. Elfen graidd o'n strategaeth gadwraethol ni yw cadw rhywogaethau ar raddfa'r dirwedd gyfan er mwyn sicrhau y byddant yn goroesi yn y tymor hir. Mae'r prosiectau hyn wedi llwyddo i achub sawl rhywogaeth a oedd dan fygythiad yn sgil dirywiad dros ddegawdau.

Mae GGB wedi cynyddu nifer ei haelodau a'i chefnogwyr er mwyn cynyddu ei hincwm a thrwy hynny sicrhau parhâd ei gwaith. Ar ben ei 36,000 o aelodau, mae ei neges yn cyrraedd mwy na 80,000 o gefnogwyr trwy e-gylchlythyr misol. Mae rhan sylweddol o'n hincwm wedi deillio hyd yn hyn o gontractiau a grantiau llywodraethol, ond fel yn achos elusennau eraill mae'r ffynhonnell arian hon wedi lleihau dros y blynyddoedd diwethaf. Mae gan GGB bresenoldeb cryf ar y cyfryngau hefyd, gan gynnwys nifer fawr a chynyddol o ddilynwyr ar y cyfryngau cymdeithasol. Mae'r sianeli hyn yn ffordd bwysig o ehangu ein dylanwad, cryfhau ein gallu i weithredu'n effeithiol a denu cefnogwyr newydd.

I fynd i'r afael â'r problemau sy'n wynebu glöynnod byw, gwyfynod a'n hamgylchedd ni, lluniodd GGB strategaeth ar gyfer 2025 yn sgil llwyddiannau ein gweledigaeth ar gyfer 2020. Mae'r cynllun yn cydnabod yr angen i gynnal ac ehangu ein staff arbenigol, ein Canghennau a'n llu o wirfoddolwyr sydd i gyd yn hanfodol bwysig os ydym am weld ein hymdrechion yn lwyddo. Dyma bedwar nod craidd GGB:

- Adfer y glöynnod byw a'r gwyfynod hynny sydd dan fygythiad
- Cynyddu niferoedd y rhywogaethau sy'n eang eu gwasgariad
- Ysbrydoli pobl i ddeall cadwraeth rhywogaethau a gweithio at ei sicrhau
- Hybu gweithgarwch cadwraethol ar raddfa ryngwladol

Os yw'r cyfle i weithio gydag elusen natur arweiniol yn eich cyffroi, darllenwch y swydd-ddisgrifiad atoddedig i weld a ydych chi'n meddu ar y sgiliau sydd angen i ymuno â'r tîm. Edrychwn ymlaen at glywed oddi wrthyhych chi yn fuan.

Cofion cynnes

Charlotte Davidson
Pennaeth Llywodraethedd ac Adnoddau Dynol

JOB DESCRIPTION

Job Title:	Head of Conservation Wales
Responsible To:	Director of UK Operations
Location:	Butterfly Conservation's Wales Office in Swansea
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 countries. The Wales office was established in 2003 with funding from Countryside Council for Wales following successful implementation of a Butterfly Guardians project that ran from 1998 to 2005. The Wales Team has evolved and now consists of a Head of Conservation, two Senior Conservation Officers and an Administration Officer (3.0 fte).

The main purpose of the team is delivery of the Wales 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 Wales 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 effective staff in Wales 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 Wales and help secure ongoing funding working closely with the fundraising and finance teams.
- To be responsible for the Wales budgets.
- To ensure close working between BC staff, branches and key volunteers in delivering co-ordinated conservation action in Wales.
- To promote and publicise, to a wide audience, the impact of our Wales work.
- To liaise with other BC staff to ensure the effective delivery of BC's 2025 Core Strategy.

- To provide technical advice to Welsh Government, National Assembly of Wales, public bodies especially Natural Resources Wales and NGO partners and advocate BC priorities.
- To ensure good communication between staff in Wales, BC's branches and the rest of the charity.

SPECIFIC TASKS:

- To lead implementation of BC's Wales Conservation strategy and develop 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.
- Promote BC's Wales 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 Wales 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 staff and meet funders' reporting requirements.
- Work closely with the fundraising staff to identify and contribute to bids for external funding, partnership agreements and fundraising appeals to underpin conservation delivery.
- Line manage the Wales staff, including recruitment, management and development of the team.
- Lead the Wales 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 represent the charities interests to other organisations in Wales.
- Maintain regular contact and effective liaison with BC Branches, groups and volunteers and the staff of relevant governmental and non-governmental organisations, ensuring a strategic overview of conservation in Wales.
- Ensure all projects have appropriate management and liaison bodies such as advisory groups or steering groups.
- Maintain regular contact and effective liaison with Welsh Government, National Assembly for Wales and key civil servants through Wales Environment Link and partner NGOs.
- 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 Wales and contribute to development of BC's policies.
- Attend and contribute to relevant meetings as required.
- Any other duties in connection with the charity or Wales may be required in agreement with your line manager.

PERSON PROFILE

JOB TITLE: Head of Conservation Wales

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	✓	
Extensive knowledge of the policy context in Wales particularly Sustainable Management of Natural Resources.	✓	
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	✓	
Extensive experience of project management	✓	
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	✓	
Extensive experience of the devolved administration and welsh policy	✓	
Ability to communicate with a wide range of individuals	✓	
Excellent written, spoken communication and presentation skills	✓	
Welsh and understanding of importance of Welsh Language		✓

Decision Making and Charity Policy		
Able to lead on development of BC's Wales' 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 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 6 March 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 28 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)
Registered Office: Manor Yard, East Lulworth, Wareham, Dorset, BH20 5QP
Charity registered in England and Wales (254937) and in Scotland (SC039268)
VAT No. GB 991 2771 89

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