



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 members of 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 £14 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 37,000 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 Administration

## **The Project**

### **Brilliant Butterfly Banks**

BC, London Wildlife Trust (LWT) and The Natural History Museum (NHM) are working together to transform the urban landscape of part of the London Borough of Croydon. The partnership, funded by players of the People's Postcode Lottery, aims to bring together local people, cutting-edge science, and practical nature conservation to create a 'Living Landscape' in the area, alive with butterflies, bees and wildflowers.

In recent decades, we have seen severe declines of our rare chalk grassland habitats, and the butterflies and other invertebrates that used to thrive on them. Over the same period, communities, particularly in urban areas, have become increasingly disconnected from nature, and the services that the natural environment provides to help to support our world. The project aims to reconnect people with nature, to encourage people to see nature reserves as a community resource, and to establish volunteer networks for recording and site management, for all the improvements in wellbeing that access to the natural environment provides.

The project, known as Brilliant Butterfly Banks, has been funded by players of the People's Postcode Lottery.

### **The Partnership**

LWT are leading the Partnership. They are experts in managing urban land for biodiversity, in engaging and training people from London's diverse communities, and manage nature reserves in the local area.

BC brings expertise in conserving habitat for butterflies and moths, creating new butterfly-friendly habitats such as butterfly banks, and on species re-introductions. We also lead public participation monitoring programmes, outreach work and public engagement events. Our local Surrey & South West London Branch has in-depth knowledge of the butterflies in the area.

NHM brings identification training, scientific expertise, and experience in trialling cutting-edge technologies to monitor biodiversity, including eDNA surveys.

The Project team will comprise the LWT Project Manager and the reserves and community engagement officers, together with the NHM and BC Project Officers.

### **What the Project will deliver**

The project will create a chalk grassland Living Landscape, focusing on the restoration of five existing nature reserves, in addition to gathering data on butterfly and other invertebrate populations. Monitoring will combine pioneering environmental DNA (eDNA) analysis with traditional survey techniques, and through public participation in scientific research (citizen science). We are looking to inspire and engage 4,400 people to get involved in surveying and practical habitat management through hands-on and interactive events. We will also be working with local communities to create butterfly banks in local green spaces with the aim of improving connectivity between the five existing nature reserves.

Key elements of the programme include:

- Restoring 44ha of chalk grassland nature reserves in South London across 5 sites to form an ecologically connected 'Living Landscape' through traditional conservation activities.
- Creating up to 16ha of new chalk grassland habitat in nearby community spaces.
- Identifying species reintroduction opportunities for chalk grassland butterflies.
- Invertebrate surveying across the Living Landscape, training and utilising local volunteers in traditional survey techniques to gather vital data on London's biodiversity.
- Working with ecologists and volunteers to survey invertebrates using cutting edge eDNA analysis.
- Designing and delivering a training programme in invertebrate identification and field monitoring skills.
- Engaging with at least 250 local volunteers in practical conservation, and at least 100 in monitoring activities.
- Community engagement programme reaching 2,000 people, bringing communities together to learn about meadows, invertebrates and create local butterfly banks.
- Delivering events and a festival filled with hands-on events to encourage 2,000 Londoners to explore the capital's rare grassland habitat.

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## JOB DESCRIPTION

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<b>JOB TITLE:</b>	Project Officer (Brilliant Butterfly Banks)
<b>RESPONSIBLE TO:</b>	Building Sites for Butterflies Programme Manager
<b>LOCATION:</b>	Home based / London Wildlife Trust
<b>SALARY:</b>	£24,307 to £28,083 (Band C) plus 8% pension contribution
<b>DURATION:</b>	Fixed Term Appointment – 24 months
<b>HOURS:</b>	1 FTE (37 hours per week)

### JOB PURPOSE:

- To work with the project partners to create and restore chalk downland, particularly by providing advice on management for butterflies and moths.
- To deliver the public outreach and community engagement elements of the project, providing opportunities for local people to learn about, enjoy and help the recovery of chalk downland and its butterflies and moths.

### SPECIFIC TASKS:

- Advise LWT on the management of nature reserves to assist with the recovery of chalk downland and its characteristic butterflies and moths
- Advise on design and specification of butterfly banks, and assist the team with implementation on Project sites
- Advise on species re-introductions where appropriate
- Design systems for recording and monitoring butterflies and moths at project sites, including data gathering and dissemination
- Lead outreach work to recruit and engage with volunteers from the local community to survey and monitor butterflies and moths at the Project sites
- Assist with volunteer work parties on partnership sites
- Assist in the implementation of the programme of community engagement events
- Assist in the organisation and running of two Project festivals
- Assist in implementing an effective media presence of the project
- To be the main point of contact at BC for the Project and to maintain good communications with Surrey & South West London Branch to draw on their local expertise and support, and Head Office
- Undertake data entry, prepare reports, and disseminate Project results as required
- Prepare and submit in a timely manner reports on Project outputs and financial information as required by the LWT Project Manager and BC Head Office
- Contribute to Project team meetings and co-ordination as directed by the LWT Project Manager
- Maintain office filing system and contacts database, and contribute to BC's Site Advice Recording Database, library and electronic library as appropriate
- Ensure best practice with regards to Health and Safety both in the workplace and while conducting off-site conservation work for yourself, project staff and volunteers in your charge

**OTHER:**

Any other duties relevant to the post as agreed with the Building Sites for Butterflies Programme Manager

**NOTE:**

- This post will involve periods of office-based activity (which may be at home) as well as fieldwork and out of office tasks such as meetings
- A project base may be established in Croydon
- Direct line management will be by BC. The post holder is expected to work day-to-day under the direction of the LWT Project Manager

## PERSON PROFILE

**JOB TITLE: Project Officer (Brilliant Butterfly Banks)**

<b>Technical/Specialist Skills</b>	<b>Essential</b>	<b>Desirable</b>
Educated to degree or HND level in a biological or environmental science, or equivalent experience	✓	
Competent field naturalist	✓	
Previous experience and/or knowledge of butterflies and moths	✓	
Previous experience and/or knowledge of land management	✓	
Experience of organising and delivering engagement activities, community events and/or works parties	✓	
Experience of leading, training and supporting volunteers	✓	
The ability to use IT applications, including word processing, spreadsheets, databases and GIS.	✓	
Full driving licence (or means to travel around the area) and valid car insurance for business use	✓	
The ability to collate and manage data from a range of sources		✓
An understanding of environmental policy		✓
<b>Budget Responsibilities</b>		
Previous experience of project/budget management		✓
<b>Dealing with Volunteers/Managing External Partners and others</b>		
Experience of working with volunteers, environmental organisations and the general public	✓	
Good written and spoken communication and presentation skills	✓	
<b>Decision Making and Society Policy</b>		
Empathy with aims and objectives of Butterfly Conservation	✓	
<b>Personal Attributes</b>		
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 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 on occasions	✓	

## How to Apply and the Appointment Process

### Applications

Applications forms can be downloaded from Butterfly Conservation'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 21 June 2019**.

Late applications will not be considered.

### Selection Process

A shortlist of candidates will be invited to attend for interview on **Monday 1 July 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 **Wednesday 26 June 2019**, please assume that you 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.

## 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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