



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 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. 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 HR



JOB DESCRIPTION

JOB TITLE:	Limestone Lepidoptera Project Officer
RESPONSIBLE TO:	Regional Manager, North of England
LOCATION:	Home based
SALARY:	From £24,307 - £28,083 pa pro rata (Band C) plus 8% pension contribution
DURATION:	Fixed term contract until June 2022
HOURS:	3 days per week

BACKGROUND:

Butterfly Conservation is seeking an enthusiastic, knowledgeable, creative and highly organised Project Officer to deliver a new conservation project, **Limestone Lepidoptera**. The project will be based in the Yorkshire Dales and will seek to enthuse and educate volunteers about the key butterfly and moth species that this landscape supports. Once trained, volunteers will assist the Project Officer in surveying and monitoring species as well as identifying and mapping the sites where the species are present. The Project Officer will work with partners and other agencies in delivering management advice to landowners whose holdings support the most important populations of rare species and will engage in other relevant conservation activities, both practical and desk-based.

The Project Officer will work from home if no office sharing agreement with partners can be arranged.

Project activities include:

- A programme of workshops and training events focusing upon identification of butterflies, moths and their larval hosts and on the habitats where each is found.
- Producing a leaflet detailing the key species.
- Developing the existing monitoring network
- Co-ordinating targeted species surveys focusing upon the landscape's rarest species
- Organising events to appeal to those with a more general interest in wildlife
- Encourage, promote and assist ecological research through partnerships with learning establishments.
- Reporting to a diverse range of partners and organisations, including funders, landowners, wildlife groups and project partners.

Target Lepidopteran species for this project are:

- Northern Brown Argus and Small Pearl-bordered Fritillary (butterflies)
- Forester, Barred Tooth-striped, Heath Rivulet, Yellow-ringed Carpet, Chestnut-coloured Carpet and Least Minor (moths).

JOB PURPOSE:

- To be responsible for the day to day running of the **Limestone Lepidoptera** project
- To deliver a training programme for volunteers and staff of partner organisations, using
- To develop and co-ordinate a programme of targeted surveys for key Lepidoptera.
- To strengthen an existing species monitoring programme through addition of new sites and new recorders.
- To be responsible for the **Limestone Lepidoptera** project delivery budget
- To assist Butterfly Conservation's finance and fundraising teams in complying with Heritage Lottery Fund's reporting procedures, and the requirements set out by other funders.

SPECIFIC TASKS:

- Deliver training workshops for all key species. Guidance from within BC will be available and a small budget is available to hire relevant experts if needed.
- Deliver less-specialised events aimed at stimulating the interest of those new to butterflies and moths.
- Co-ordinate targeted surveys and monitoring of key species.
- To provide training and support for volunteers.
- To produce leaflets, publicity materials etc. and deliver presentations and talks.
- To work with partners in the delivery of management advice to owners of key sites.
- To support Butterfly Conservation's media team in publicising and promoting the project.
- Maintain comprehensive records of volunteer hours.
- Create databases and record survey and monitoring results as well as casual records, the latter to be submitted to relevant County Recorder in November each year.
- To ensure reporting procedures required by the funders are carried out in punctual fashion.
- To manage the project budget
- Any other duties in connection with the development of the **Limestone Lepidoptera** project, as may be required, in agreement with your line manager.
- Supervise a small number of volunteer work parties, should such a need be identified during the course of surveys.

PERSON PROFILE

Technical/Specialist Skills	Essential	Desirable
A degree in biological/environmental science or equivalent experience	✓	
Knowledge of, or an interest in butterflies and moths	✓	
A strong commitment to conservation	✓	
Full driving licence and valid car insurance for business use	✓	
First Aid qualification (or a willingness to attend First Aid training)	✓	
The ability to use IT applications, including email/internet, word processing, spreadsheets, databases and GIS	✓	
Knowledge of health & safety and risk assessment procedures		✓
Familiarity with/experience of wildlife monitoring techniques		✓
Practical experience of leading workshops		✓
Practical experience of leading volunteer work parties		✓
Experience of partnership working		✓
Experience of liaising with landowners		✓
Experience of producing educational materials (web-based, printed)		✓
Familiarity with social media		✓

Budget Responsibilities		
Experience of managing project budgets		✓
Experience of reporting to funders		✓

Line Management/Contractor Responsibility		
Experience of supervising and supporting volunteers		✓

Dealing with Volunteers/Managing External Partners and others		
Experience of working with volunteers, community groups and the general public	✓	
Excellent written, spoken communication and presentation skills for a wide variety of audiences	✓	

Decision Making and Society Policy		
Empathy with the 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 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 occasional weekends and evenings	✓	

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 26 June 2019**.

Late applications will not be considered.

Selection Process

A shortlist of candidates will be invited to attend for interview on **Tuesday 16 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 **Monday 8 July 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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