



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 over 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

A handwritten signature in blue ink that reads "C Davidson". The signature is written in a cursive, flowing style.

Charlotte Davidson
Head of Administration

JOB DESCRIPTION

JOB TITLE:	Policy Co-ordinator maternity cover (part-time 18 hours 30 minutes per week (0.5fte))
RESPONSIBLE TO:	Director of Policy and Land Use
LOCATION:	Ideally based at BC's Head Office, Dorset, but may be negotiable
GRADE:	£24,307 - £28,083 pro rata per annum (Band C) dependent on experience, plus 8% pension contribution
DURATION:	Fixed term up to 12 months

Job Purpose

- To assist with the delivery of BC's policy objectives through partnership with government, statutory agencies, eNGO's and the charity's local branches.
- To help increase the impact of BC's policies mainly in the area of land use and raise awareness of its activities across the UK.
- To help and support BC's staff, branches, volunteers and supporters so that they are able to play a greater role in promoting those policies.
- To lead on our liaison with umbrella organisations in England, in particular Wildlife and Countryside Link and in land management and biodiversity discussions with Natural England.

Technical/Specialist skills

- Co-ordinate the development of position documents, statements and on occasion consultation responses for the UK and arrange opportunities to advocate agreed positions or through social media, where appropriate.
- Support Director of Policy and Land Use in maintaining an overview of impact of Brexit on BC and keeping up to speed with key policy developments.

Budget Responsibilities

- Maintain expenditure in line with budget

Line Management/Contractor Responsibilities

N/A

Managing External Partners/Volunteers and others

- Promote BC to decision makers ensuring they know about BC positions and the expertise BC has.

- Key contact for relevant Wildlife and Countryside Link working groups and keep up to speed with relevant work in Scottish Environment Link, Wales Environment link and Northern Ireland Environment Link through colleagues.
- Develop and maintain positive relationships with other eNGO's policy officers and government officials to enable advocacy of BC's policy positions.
- Act as key contact for Species Champion MPs in England and keep an overview of the project in the other countries through country colleagues.

Decision Making and Society Policy

- Keep colleagues informed of UK policy developments, principally through a monthly policy e-newsletter.
- Act as secretariat for BC's UK Strategy Group and support the Director of Policy and Land Use to arrange staff consultation opportunities.
- Provide policy input in to other areas of work across BC.
- Assess the impact of BC's policy work and provide data to the Director of Policy and Land Use for reporting back to BCs' trustees.

Other

Any other duties relevant to the job purpose and the aims and objectives of BC as agreed with the Director of Policy and Land Use.

Note: This post will involve periods of office-based activity as well as out of office tasks such as meetings across mainly England but on occasions in the rest of the UK.

PERSON PROFILE

Technical/Specialist Skills	Essential	Desirable
Educated to degree or HND level in a biological or environmental science, or equivalent experience	✓	
An understanding of environmental policy	✓	
Firm grasp of nature conservation issues across the UK	✓	
Able to read long, complex documents and distil information to critical aspects	✓	
Fully competent in the use of Microsoft Office and GIS.	✓	
Excellent administration and organisational skills	✓	
Full driving licence (or other means of travel)	✓	
Knowledge and experience of Agri-environment Schemes particularly in England		✓
Previous experience and/or knowledge of butterflies and moths		✓
Budget Responsibilities		
Previous experience of budget management		✓
Line Management/Contractor Responsibility		
N/A		
Dealing with Volunteers/Managing External Partners and others		
Experience of working with policy makers on environmental topics	✓	
Experience of communicating complex policy information to non-specialist audiences	✓	
Good 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)	✓	
Flexible: Able to prioritise, meet tight deadlines and to rapidly assimilate information yet adapt to a changing environment	✓	
Able to work effectively as a member of a team and develop productive and supportive professional relationships	✓	
Pragmatic, innovative and use own initiative	✓	
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.

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 Monday 1 July 2019**.

Late applications will not be considered.

Selection Process

A shortlist of candidates will be invited to attend for interview on **Thursday 11 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

 @ savebutterflies

 facebook.com/savebutterflies