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 38,000 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
JOBS DESCRIPTION

JOB TITLE: Kent's Magnificent Moths Conservation Officer
RESponsible TO: Regional Conservation Manager, South East England
LOCATION: Ashford, Kent
SALARY: Grade C £24,307 - £28,087 dependent on experience, plus 8% pension contribution
DURATION: Three-year fixed term contract
HOURS: Full time, five days per week

JOB PURPOSE:

- To deliver the conservation programme of the Kent’s Magnificent Moths project and identify new opportunities in order to secure and boost the populations of some of the UK’s rarest and most threatened moths.
- To encourage and inspire landowners and managers across six East Kent landscapes to undertake targeted habitat enhancement and creation.
- To help increase the number of people involved in nature conservation of moths and butterflies in Kent, thereby increasing the capacity and effectiveness of conservation work in Kent and creating a legacy beyond the end of the project.
- To foster, develop and strengthen links between BC and other conservation organisations and individuals in Kent.
- To work closely and effectively with the Kent’s Magnificent Moths Engagement Officer to deliver the many aims of the project.

SPECIFIC TASKS:

- Organise and deliver a programme of habitat management workshops for landowners and managers across the six project landscapes. Facilitate positive and effective relationships between local landowners and managers and advisors within each landscape.
- Undertake individual site advisory visits across the six project landscapes, providing specific and effective advice on habitat management that will benefit rare and threatened species.
- Work with the landowners and managers of ten key sites to deliver an agreed programme of habitat enhancement work as a demonstration of good practice, and to develop and agree long-term management plans for these sites.
• Safely and effectively organise and manage contracts and contractors undertaking work as part of this project, including working with local plant nurseries to deliver a programme of seed collection, plant production and planting across a number of project sites.

• Develop and produce guidance materials for ongoing habitat management.

• Undertake surveys of moths and butterflies and facilitate surveys by others.

• Help to recruit and train new conservation volunteers and build relationships with existing local volunteer groups and conservation groups.

• Organise and lead safe and enjoyable conservation work parties for volunteers.

• Support and develop volunteers through capacity building, equipping and providing training in tool use and habitat management.

• Help organise and attend other project events as required.

• Promote and publicise the work of the project through events, presentations, print and social media.

• Maintain good, effective liaison with other BC staff and with BC’s Kent and South East London Branch.

• Create and maintain administrative systems, databases and other resources as required for the efficient and effective delivery and evaluation of the project.

• Ensure effective health and safety procedures are in place for all participants, including staff, public, volunteers, project partners and other BC staff.

• With the Engagement Officer and Project Manager, be responsible for the project delivery budget.

• Undertake such other work in connection with this project as may be required in agreement with your line manager.
## PERSON PROFILE

**JOB TITLE:** Kent’s Magnificent Moths Conservation Officer

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<thead>
<tr>
<th>Technical/Specialist Skills</th>
<th>Essential</th>
<th>Desirable</th>
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<tbody>
<tr>
<td>Educated to degree/HND level in a biological or environmental science, or equivalent experience</td>
<td>✓</td>
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<tr>
<td>Project delivery experience in the conservation sector</td>
<td>✓</td>
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<tr>
<td>Experience of habitat and species management across a number of habitats and/or taxa</td>
<td>✓</td>
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<tr>
<td>Good understanding of the principles of moth and butterfly requirements at different stages of their life-cycle</td>
<td>✓</td>
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<td>Experience of organising and leading conservation work parties</td>
<td>✓</td>
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<tr>
<td>Competent with computers including Microsoft Windows and Office software</td>
<td>✓</td>
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<tr>
<td>Excellent interpersonal and negotiation skills. The ability to engage and enthuse a wide range of individuals ranging from volunteers to landowners and other land-management professionals.</td>
<td>✓</td>
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<tr>
<td>Good presentation skills (written and spoken)</td>
<td>✓</td>
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<tr>
<td>Experience of working with and within budgets</td>
<td>✓</td>
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<tr>
<td>Experience of recruiting, managing and training, and enthusing volunteers</td>
<td>✓</td>
<td></td>
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<tr>
<td>Experience of managing contracts and overseeing contractors.</td>
<td>✓</td>
<td></td>
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<tr>
<td>Understanding of Health and Safety requirements with regards to contractors, volunteers, and public events</td>
<td>✓</td>
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<tr>
<td>Experience in seed collection, plant propagation and planting</td>
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<td>✓</td>
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<tr>
<td>Experience of habitat management specifically for Lepidoptera</td>
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<td>✓</td>
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<tr>
<td>Knowledge or experience of habitat and butterfly monitoring techniques</td>
<td>✓</td>
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<tr>
<td>Experience of GIS (eg MapInfo, ArcGIS or QGIS)</td>
<td>✓</td>
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<tr>
<th><strong>Personal/Character Attributes</strong></th>
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<tr>
<td>Empathy with the aims and objectives of BC</td>
<td>✓</td>
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<tr>
<td>Well organised and self-motivated; able to plan and undertake work on your own (or with limited direct supervision)</td>
<td>✓</td>
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<tr>
<td>Able to prioritise, meet tight deadlines and use own initiative</td>
<td>✓</td>
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<tr>
<td>Flexible: able to rapidly assimilate information and adapt to a changing environment</td>
<td>✓</td>
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<tr>
<td>Able to work effectively and positively as a member of a team</td>
<td>✓</td>
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<tr>
<td>Pragmatic, innovative, enthusiastic and able to motivate others</td>
<td>✓</td>
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<td>Able to manage potential conflicts by dealing with people in a calm and professional manner</td>
<td>✓</td>
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<tr>
<td>Willing to work some weekends and evenings and away from home on occasions</td>
<td>✓</td>
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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 9am on Thursday 5 March 2020. Late applications will not be considered.

Selection Process
A shortlist of candidates will be invited to attend for interview on Tuesday 17 March 2020 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 Friday 13 March 2020, 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, accidently 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.