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) and Co-Operation Across Borders for Biodiversity (CABB) project partnership. Included in this pack is a little background information about the organisation along with details of the job role.

BC currently employs approximately 77 members of staff, around half of whom are based at its Head Office in Lulworth in Dorset. Others are located 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 41,000 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

Julie Williams
Chief Executive
Co-Operation Across Borders for Biodiversity Project

Co-operation Across Borders for Biodiversity (CABB) is a €4.78m programme funded through the INTERREG Special Programmes Body. Funding of €4.62m from the European Regional Development Fund, administered locally by the Special EU Programmes Body, and match funding from the governments of Northern Ireland (NI) and Republic of Ireland (RoI) governments, RSPB Scotland and Mines Restoration Limited has brought six partners together to deliver a five year project ending in December 2021.

Northern Ireland, Scotland and the Republic of Ireland comprises a range of special habitats resulting from the wet and mild climate, such as internationally significant areas of blanket bog, large inland and coastal waterbodies, and a myriad of lakes, fens and raised bogs. The CABB project will be implemented across Northern Ireland, the Border Region of Ireland and Western Scotland. It aims to work on a cross border basis to bring about the recovery of protected habitats (active raised and blanket bog) and priority species (breeding waders, hen harrier and marsh fritillary) at specific key sites. The project proposes to support 2228ha of habitat attaining better conservation status and produce 8 Conservation Action Plans (CAPs) across all three jurisdictions. It is proposed that these will be delivered in designated SAC, SPA, SSSI and ASSI sites. The project will be led by the RSPB in partnership with Birdwatch Ireland, Northern Ireland Water, Butterfly Conservation, and Moors for the Future.

The Invertebrate Officer (IO) will be working closely with CABB partners and staff as a key role within this project. The IO will be responsible for helping support project partners with advice relating specifically to the Marsh Fritillary and other invertebrates found in species-rich grasslands. The IO will also build links with private landowners in and around the various landscapes highlighted within the INTERREG bid, mapping, surveying and ultimately reconnecting these landscapes through positive, targeted conservation action.

The objectives of CABB, are as follows:

Objective 1: Mapping for 7 Conservation Action Plans (CAPs) at Montiaghs SAC, Garron SAC, Pettigo SAC, Drumragh/ Pettigo SAC, Meentygranagh SAC, Croaghonagh Bog SAC, Lough Nilan Bog SPA. 1 site (Muirkirk Uplands SSSI) has already been mapped. This objective will result in 8 protected sites of cross border relevance being mapped, one of which will be an actual cross border site. This objective will establish baseline data for use in monitoring and evaluation.

The IO will support mapping work specifically in relation to suitable Marsh Fritillary habitat.

Objective 2: Development and implementation of conservation action plans for protected sites of cross border relevance. 8 CAPs will be prepared for the following protected sites: Montiaghs SAC, Garron SAC, Pettigo SAC, Drumragh/Pettigo SAC, Meentygranagh SAC, Croaghonagh Bog SAC, Lough Nilan Bog SPA and Muirkirk Uplands SSSI. 2228ha will also be supported to attain better conservation status across the following 5 sites: Montiaghs SAC, Garron SAC, Drumragh/Pettigo SAC, Gruinart SPA and Muirkirk Uplands SSSI. April 2016

The IO will support the development of action plans and help advise project partners on implementation.
Objective 3: Tangible conservation actions will be put in place for priority species to encourage sustainable natural regeneration of species populations. This includes the purchase of specialist machinery, capital works, works on sea wall and habitat trials.

The IO will lead on identifying areas of suitable habitat in the landscape between CABB sites, building relationships with these landowners and progressing conservation actions with support from other CABB partners.

Objective 4: Development and sharing of best practice and enhancement of skills in ecosystem management.

Objective 5: Develop databases to gather and share data on priority species and habitats.

Objective 6: Education and outreach activities will be put in place resulting in greater awareness of protected habitats and species, their needs and the actions required for their recovery.

CABB has been supported by the EU’s INTERREG VA Programme, managed by the Special EU Programmes Body (SEUPB). Match-funding has been supplied by the Department of Agriculture, Environment and Rural Affairs in Northern Ireland and the Department of Housing, Planning and Local Government in Ireland.
JOB DESCRIPTION

JOB TITLE: Invertebrate Field Officer (part-time 0.4fte)
RESPONSIBLE TO: Senior Conservation Officer, Northern Ireland
LOCATION: Homebased (subject to any potential Covid-19 restrictions that may be imposed)
SALARY: Grade C, £24,551 - £28,363 pro rata, plus 8% pension contribution
DURATION: Anticipated from 1st October 2020 – 31st March 2021 with possible extension pending funding confirmation to 30th September 2021 to project end
HOURS: 2 days per week (14 hours 48 minutes per week)

JOB PURPOSE:
To contribute to the delivery of Co-operation Across Borders for Biodiversity Project (CABB) conservation programme focusing on identifying suitable habitat for the Marsh Fritillary and other associated species, surveys, monitoring and species protection through targeted conservation action.

SPECIFIC TASKS:
• Monitoring, recording and reporting for priority invertebrate species and associated habitats in identified geographical/priority areas
• Develop and implement appropriate species protection measures for priority species in identified geographical/priority areas if required
• Manage all relevant data to ensure it is collected, stored, analysed and disseminated appropriately to allow review of work programmes and wider future planning
• Build appropriate positive relationships with key external partners and stakeholders so that Butterfly Conservation’s monitoring of species and habitats, policies and messages are understood within relevant partnerships
• Support Senior Conservation Officer and other relevant technical staff as required e.g. developing and supporting relationships with partners/landowners to enhance effectiveness of conservation work
• Contribute to the delivery of the Projects funding and communications objective as appropriate, particularly through communicating our conservation messages and securing income to help meet the outcomes of the Conservation Action Plans
**PERSON PROFILE**

**JOB TITLE:** Invertebrate Field Officer (part-time)

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<thead>
<tr>
<th>Technical/Specialist Skills</th>
<th>Essential</th>
<th>Desirable</th>
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<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>Knowledge of Marsh Fritillary and other invertebrate ecology, habitat requirements and identification to enable credibility in the role</td>
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<td>Knowledge of Agri-environment Schemes</td>
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<td>Experience of working to survey, protect and/or manage important sites, species or habitats</td>
<td>✓</td>
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<td>Fully competent in the use of IT applications, including email/internet, word processing, spreadsheets, databases and GIS, particularly QGIS</td>
<td>✓</td>
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<td>Experience of managing volunteers and setting clear work priorities</td>
<td>✓</td>
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<td>Experience of working with land managers, e.g. farmers</td>
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<td>Excellent administration and organisational skills</td>
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<td>Full driving license</td>
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<td>Knowledge of the wildlife and habitats of the operational area of this role</td>
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<td>Experience of public engagement workshops using various digital and social media platforms</td>
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<td>Experience of leading guided walks and delivering 'in the field' training</td>
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<td>Experience of productive Partnership working</td>
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<td>Specialist conservation knowledge in relevant habitat/species areas</td>
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<td>Local knowledge of the project area</td>
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<td>Personal/Character Attributes</td>
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<td>Empathy with the aims and objectives of Butterfly Conservation</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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<td>Able to manage potential conflicts by dealing with people in a calm and professional manner and be diplomatic</td>
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<td>Able to prioritise, meet tight deadlines and use own initiative</td>
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<td>Able to communicate with a wide range of individuals confidently in public</td>
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<td>Good written, spoken communication and presentation skills for a wide variety of audiences</td>
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<td>Flexible: able to rapidly assimilate information and adapt to a changing environment</td>
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<td>Able to work effectively and positively as a member of a team</td>
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<td>Able to manage potential conflicts by dealing with people in a calm and professional manner</td>
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<td>Willing to work some weekends and evenings and be away from home on occasions</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 12pm on Tuesday 1 September 2020. Late applications will not be considered.

Selection Process
A shortlist of candidates will be invited to attend an online interview week commencing 14 September 2020.

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 9 September 2020, please assume that your application has been unsuccessful on this occasion.

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.