



**Butterfly
Conservation**

Saving butterflies, moths and our environment

**Wood White Project Officer
Job Pack**

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 75 members of staff, around half of whom are based at its Head Office in Lulworth in Dorset. Others are 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 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

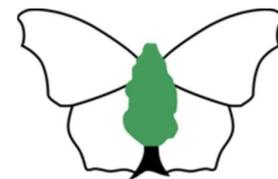
If you are excited about the prospects of working for a leading wildlife charity, please read through the attached job description to see if you have the right skills to join the team.

We look forward to hearing from you soon.

With best wishes

Julie Williams

Julie Williams
Chief Executive



Job Title	Wood White Project Officer
Responsible To	Regional Conservation Manager, South East England
Location	Home based
Salary	£24,307 - £28,083 (pro rata) pa dependent on experience, plus 8% pension contribution
Duration	Fixed Term, 1 Year
Hours	Part Time 0.6FTE (22hours 12 minutes)
Start Date	As soon as possible

Job Purpose

- To co-ordinate and deliver the project across the Western Low Weald project area in order to boost the Wood White population and boost butterfly and bee populations
- To deliver the creation of 3km of new flower-rich butterfly habitat through working with land managers and with contractors and practical conservation volunteers.
- To inspire the enhancement and creation of more habitat for the Wood White and other butterflies.
- To increase the number of local people and community groups actively involved in nature conservation of butterflies and moths in the Western Low Weald landscape
- To increase the volunteer capacity and increase conservation activity in this landscape by recruiting, training, supporting, and enthusing new and existing volunteers
- To increase the level of recording of butterflies, bees and other wildlife in this landscape
- To inspire and facilitate active conservation involvement above and beyond the scope of the project as a project legacy

Specific Tasks

- To engage local landowners and managers in the creation and enhancement of habitat for butterflies and bees, with particular focus on the Wood White butterfly
- To engage a broader public audience via newsletters, interpretation materials, print and social media
- To provide specialist advice to landowners and woodland managers about the habitat requirements and conservation of the target species
- To build relationships and contacts with and between local landowners and managers, sharing results, stories and successes and providing the tools and contacts for extending the positive efforts
- To build relationships with existing local volunteer groups and conservation groups, by working with them to manage and monitor sites

- To work with our conservation partners to organise and run training workshops for volunteers to help them undertake survey, monitoring and practical conservation management and support them throughout the course of this project
- To support and further develop BC's Surrey and Sussex Branch's existing volunteers through capacity building and specialist training, to increase their capacity and potential
- To undertake such other work in connection with this project as may be required in agreement with the line manager

PERSON PROFILE

Job Title: Wood White Project Officer (Part Time 0.6FTE – 1 year contract)

Technical/Specialist Skills	Essential	Desirable
Educated to degree/HND level in a biological or environmental science, or equivalent experience	✓	
Project delivery experience in the conservation sector	✓	
Knowledge and experience of woodland habitats and priority species associated with them (including the project's target species)	✓	
Knowledge of butterfly and bee food and nectar plants and the difference between them	✓	
Very competent with computers including Microsoft Windows and Office software	✓	
Excellent interpersonal and negotiation skills. The ability to engage and enthuse a wide range of individuals ranging from volunteers to landowners and officers of partner organisations.	✓	
Good presentation skills (written and spoken)	✓	
Experience of working with and within budgets	✓	
Experience of recruiting, managing and training, and enthusing volunteers	✓	
Experience of managing contracts and overseeing contractors	✓	
Understanding of Health & Safety requirements with regards to contractors, volunteers, and public events	✓	
Experience in seed care and plant propagation		✓
Knowledge or experience of habitat and butterfly monitoring techniques		✓
Experience of GIS (MapInfo or QGIS)		✓

Personal/Character Attributes		
Empathy with the aims and objectives of Butterfly Conservation	✓	
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	✓	
Enthusiastic and outgoing; innovative and able to motivate others	✓	
Willing to undertake such other work in connection with this project as may be required in agreement with your line manager.	✓	



How to Apply and the Appointment Process

Application forms can be downloaded from Butterfly Conservation's [website](#) or completed via our online portal.

Please email completed application forms, along with an Equal Opportunities form 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 us on the email address above.

Closing Date

Please note that the closing date for applications will be **Thursday 20th May 2021**.

Please note that late applications will not be considered.

Selection Process

A shortlist of candidates will be invited to attend an online interview week commencing **7th June 2021**.

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 **28th May 2021**, 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.

Company limited by guarantee, registered in England (2206468)
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