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
Chief Executive
Job Title: Midlands Landscape Officer

Responsible To: Regional Conservation Manager - Midlands

Location: Home-based (West Midlands) / partner-hosted by arrangement

Salary: £24,551 - £28,363 pa dependent on experience, plus 8% pension contribution

Duration: One Year Fixed Term Post

Hours: 37 Hours Per Week (1FTE)

Start Date: As soon as possible

Job Purpose

- To be responsible for the maintenance of Butterfly Conservation's Nature Reserves in the Midlands, working with BC Branch volunteers, staff and partners.
- To deliver key actions in the Midlands Butterfly Mosaics landscape project in partnership with Severn Trent Water, working on sites owned by third parties.

To influence positive management for butterflies & moths in the Midlands through land management advice, partnership working and developing collaborative projects

Key Responsibilities

Nature reserves

- Lead conservation management and maintenance of at least 7 Butterfly Conservation Nature Reserves in the Midlands, in partnership with BC Branch volunteers and relevant organisations.
- Assist with the planning and delivery of agri-environment schemes and other site management programmes, ensuring relevant policies and procedures are implemented on reserves (including health and safety requirements)
- Oversee site management contractors and lead/support volunteer work parties to maintain and improve habitat condition on reserves.
- Review and revise site management plans to ensure nature reserves contribute to BC's strategic objectives.
- Work with BC colleagues to maintain nature reserve budgets and provide evidence required for financial claims.
- Maintain effective administration procedures for the Midlands nature reserves, including species records, management planning & reporting and GIS mapping.

Butterfly Mosaics Landscape Project

- Work with the Regional Conservation Manager, colleagues and BC Branch volunteers to deliver landscape-scale conservation impact for butterflies & moths across the Midlands.
- Oversee site management contractors to maintain and improve habitat condition as part of Butterfly Mosaics project.
- Report to project partners at regular meetings
**General Tasks**

- Organise, support, and deliver monitoring of key species and habitats to assess conservation impact and inform future action.

- Assist with interpretation, access and media activities on Midlands reserves and Butterfly Mosaics Project sites.

- Contribute to wider work delivering BC’s strategic goals as agreed with your line manager.
## PERSON PROFILE

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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>Competent field naturalist with a strong commitment to nature conservation and a sound understanding of ecological processes.</td>
<td>✓</td>
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<tr>
<td>A good understanding of the ecology of butterflies and moths and of their habitat requirements.</td>
<td>✓</td>
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<tr>
<td>Experience of delivering habitat management for targeted species outcomes and assessing the results.</td>
<td>✓</td>
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<td>Experience of managing contracts and overseeing contractors.</td>
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<tr>
<td>Understanding of Health &amp; Safety requirements with regards to contractors, volunteers and public events.</td>
<td>✓</td>
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<td>Experience of recruiting, managing and training, and enthusing volunteers</td>
<td>✓</td>
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<tr>
<td>Proven ability to communicate with a wide range of individuals, ranging from volunteers to landowners, site managers and officers of partner organisations.</td>
<td>✓</td>
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<td>The ability to use basic IT applications, including word processing, spreadsheets and GIS (QGIS or equivalent).</td>
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<td>Experience of working with and within budgets.</td>
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<td>Full driving licence (or means to travel around the area) and a valid insurance for business use.</td>
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<td>Knowledge or experience of habitat and butterfly monitoring techniques and handling and interpreting data.</td>
<td>✓</td>
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<td>Current first aid certificate</td>
<td>✓</td>
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<tr>
<th>Personal Attributes</th>
<th>Essential</th>
<th>Desirable</th>
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<tr>
<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 undertakework on your own (or with limited direct supervision).</td>
<td>✓</td>
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<td>Flexible: Able to rapidly assimilate information and adapt to a changing environment.</td>
<td>✓</td>
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<td>Able to work effectively as a member of a team.</td>
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<td>Pragmatic, innovative, enthusiastic and able to motivate others.</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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<td>Willing to work some weekends and evenings and away from home on occasion.</td>
<td>✓</td>
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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 **midday on the 22nd September 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 4th October 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 a week after the closing date 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, 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.