JOB DESCRIPTION

Job Title: International Officer

Responsible To: UK BMS Programme Manager

Location: Negotiable

Salary: £29,353 - £33,289 pro rata dependent on experience, plus 8% pension contribution

Contract: 0.8 FTE established post (29.6 hours per week)

Job Purpose

• To enhance Butterfly Conservation’s (BC) international status through the delivery of BC’s strategic goals.

• To lead on the development and funding of international Lepidoptera recording and monitoring, especially a Global Butterfly Index and European Butterfly Monitoring Scheme.

Main Responsibilities:

• Build and maintain relationships with staff from relevant international governmental, academic and non-governmental organisations.

• To act as Secretariat on behalf of BC for Butterfly Conservation Europe (BCE) working closely with our Chief Scientist.

• Attend and support the volunteer European Butterflies Group committee to deliver our international commitments.

• Be the main point of contact on relevant global conservation and policy issues and provide expert international advice to BC staff, volunteers and partners as required.

• Work closely with the fundraising team to identify and secure funding for the delivery of the Global Butterfly Index, the European Butterfly Monitoring Scheme and other relevant initiatives.

• To promote and publicise BC’s international action including giving presentations to relevant meetings, producing reports and dealing with the media.

• Oversee management of project/contract budgets, working closely with the finance team and ensure effective and timely reporting for BC and to project funders.

General:

• Promote BC’s values (Excellence, Passionate, Inspiring, Collaborative) ensuring they are adopted in all aspects of the role.
• Undertake any other reasonable duties as required and commensurate with the grade of post.

• Undertake all duties and responsibilities in compliance with the rules and regulations encompassing equal opportunities to help foster a diverse workforce.

• Work in accordance with BC’s policies, procedures, and codes of conduct.

• Actively participate in on-going professional development activities.

Note: This post will require regular visits to Butterfly Conservation’s UK Office in Lulworth, Dorset. On occasion there will also be need for international travel and overnight stays.
PERSON PROFILE

JOB TITLE: International Officer

Technical/Specialist Skills

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- A degree in a biological, environmental, forestry, or rural land use science, or equivalent experience
- An understanding of the ecology of butterflies or moths
- A knowledge of global biological conservation issues relevant to butterflies and moths
- An understanding and experience of organising major biological recording projects (including mass participation ‘citizen science’ surveys)
- Experience of building partnerships with academic, non-governmental and government collaborators
- The ability to use IT applications, including word processing, spreadsheets and databases

Budget Responsibilities

- Experience of developing and managing project/contract budgets and budgetary control
- Experience of developing grant and contract applications

Line Management/Contractor Responsibility

- Experience of project management

Working with Volunteers/Managing External Partners and others

- Experience of working with a variety of volunteers, governmental and non-governmental organisations and the general public at a high level
- Excellent written, spoken communication and presentation skills
- Ability to communicate in a second major European language

Decision Making and Society Policy

- Proven leadership qualities and strategic vision
- Empathy with aims and objectives of Butterfly Conservation

Personal Attributes

- Analytical and methodical, with a high degree of accuracy
- Well organised and self-motivated; able to plan and undertake work on your own
- Able to prioritise a diverse workload, 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

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