
JOB DESCRIPTION

JOB TITLE:	Conservation Officer South Wales
RESPONSIBLE TO:	Senior Conservation Officer for Wales
LOCATION:	Home based and/or Wales office at National Botanic Gardens, with frequent travel across Wales
SALARY:	£24,551 - £28,363 per annum (dependant on experience), plus 8% pension contributions
DURATION:	12 month full time fixed term contract commencing July 2022
Hours:	Full time (37 hours per week)

JOB PURPOSE:

- To assist with the delivery of BC's 2021-2026 strategy, particularly delivery for priority butterflies and moths and their landscapes in South Wales. This will be achieved through engagement with government, statutory agencies, voluntary and private sector organisations and landowners.
- To undertake surveys, monitoring and provide management advice for priority Lepidoptera and their habitats and raise awareness of our strategy and core priorities in Wales, through projects, campaigns, events and publicity.
- To help and support Butterfly Conservation's volunteers, branches and groups so that they are able to play a greater role in the conservation of butterflies and moths.

Technical/Specialist Skills

- Plan and deliver survey work on priority butterflies, moths and their habitats.
- Assist with the development and delivery of species conservation projects.
- Assist with planning and delivery of Butterfly Conservations Caeau Ffos Fach/Median Farm reserve management programme.
- Deliver management advice on priority Lepidoptera to local government, statutory agencies, voluntary and private sector organisations, landowners and BC volunteers.
- Take a key role in delivering annual surveillance and monitoring programmes for priority Lepidoptera including Pearl-bordered Fritillary, Marsh Fritillary, Portland Moth, Silky Wave, Barred Tooth-striped, White-barred Clearwing and Large Red-belted Clearwing alongside work on other regionally important species in Wales including Brown Hairstreak and Grizzled Skipper.
- Undertake data entry, use QGIS and prepare reports for internal and external stakeholders.



- Promote Wales conservation work including giving presentations, media interviews, preparation of scientific and popular reports and content for BC Wales Facebook page and website.

Budget Responsibilities

- Preparation of grant reports.
- Assist with handling financial transactions and monitoring the reserves budget.

Line Management/Contractor Responsibility

- Arrange and manage site management contracts as required.

Dealing with Volunteers/Managing External Partners and others

- Co-ordinate new and existing volunteers to become involved in species survey, monitoring and site management.
- Assist with organising training workshops for volunteers in Wales.
- Assist with volunteer work parties on BC reserves and partnership sites.
- Support student projects and other research work in Wales.
- Provide advice and promote Lepidoptera conservation with key partners, principally NRW, Local Authorities, RSPB, Wildlife Trusts and through Wales Environment Link.
- Assist with preparations for and running of Butterfly Conservation Wales meetings.

Decision Making and Society Policy

- Maintain good communication with the Wales Team, wider BC colleagues and Branch members and ensure close integration of projects in Wales with BC's 2021-2021 Strategy.

General:

- Promote and demonstrate BC values in all areas of activity: Excellence, Passionate, Inspiring and Collaborative.
- Work in accordance with BC's policies, procedures, and codes of conduct.
- Undertake all duties and responsibilities in compliance with the rules and regulations encompassing equal opportunities to help foster a diverse workforce.
- Active participation in Conservation team meetings, cross-directorate meetings as required and all staff meetings.
- Any other duties relevant to the post, as agreed with your Line Manager.
- Ensure best practice with regards to Health and Safety both in the workplace and whilst conducting off-site conservation work for both yourself and other members representing Butterfly Conservation

NOTE:

- This post will involve periods of office-based activity as well as fieldwork and out of office tasks such as meetings, across South Wales.

PERSON PROFILE

JOB TITLE: Conservation Officer Wales

Technical/Specialist Skills	Essential	Desirable
Educated to degree or HND level in a biological or environmental science, or equivalent experience	✓	
Competent field naturalist	✓	
Previous experience and/or knowledge of butterflies and moths	✓	
Previous experience and/or knowledge of land management		✓
An understanding of environmental policy		✓
Firm grasp of Sustainable Management of Natural Resources in Wales	✓	
Knowledge of Agri-environment Schemes		✓
The ability to use IT applications, including word processing, spreadsheets, databases and GIS.	✓	
Full driving licence (or means to travel around the area) and valid car insurance for business use	✓	
Budget Responsibilities		
Previous experience of project/budget management		✓
Line Management/Contractor Responsibility		
Previous experience of supervision of contractors		✓
Dealing with Volunteers/Managing External Partners and others		
Experience of working with volunteers, environmental organisations and the general public	✓	
Good written and spoken communication and presentation skills	✓	
Welsh and understanding of importance of Welsh Language		✓
Decision Making and Society Policy		
Empathy with aims and objectives of Butterfly Conservation	✓	
Personal Attributes		
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	✓	