
JOB DESCRIPTION

JOB TITLE:	Butterfly Monitoring Officer
RESPONSIBLE TO:	UKBMS Programme Lead
LOCATION:	Remote / Home based, with the requirement for occasional travel across the UK
SALARY:	Band C - £28,148 - £32,519 per annum, dependent upon experience plus 8% pension contribution
DURATION:	Established post
HOURS:	Full Time (37 Hours per week)

JOB PURPOSE

- To co-ordinate and support volunteer participation in the UK Butterfly Monitoring Scheme (UKBMS), including the Wider Countryside Butterfly Survey (WCBS).
- To advocate for butterfly monitoring and the UKBMS project, providing support for other organisations and schemes utilising the UKBMS methodologies.

SPECIFIC TASKS

- Promote, facilitate and support participation in the UKBMS to ensure strong coverage across all regions of the UK.
- Maintain and support the network of volunteer UKBMS Co-ordinators and WCBS Champions, recruiting and training new volunteers.
- Liaise with the UK Centre for Ecology & Hydrology, British Trust for Ornithology, Joint Nature Conservancy Council and other organisations as necessary to ensure the smooth running of the UKBMS.
- Support UKBMS recorders in technical aspects of the scheme, including route design and field recording methods.
- Assist UKBMS recorders with online data entry through the UKBMS website, helping with fault-finding and recommending additional development work on the website.
- Provide regular feedback to UKBMS volunteers, organisations and members of the public via project newsletters, social media and other means.
- Promote and publicise the UKBMS, and butterfly recording/monitoring in general, to a range of audiences via articles, presentations, interviews and social media, in association with Butterfly Conservation's Communications Team.



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- Assist with providing access to UKBMS data for the purposes of conservation, public education and research by staff, partner organisations, academic collaborators and others as necessary.
- Support other organisations in utilising the UKBMS methodologies, currently including the National Trust Farmland Butterfly Survey and Chilterns AONB 'Tracking the Impact' project.
- Help to organise events and meetings that promote the UKBMS and other Butterfly Conservation work.
- Provide support, as necessary, to Butterfly Conservation citizen science recording and monitoring schemes as required.
- Liaise with Engagement and Volunteering team about registration of UKBMS volunteers within Butterfly Conservation's own volunteer management platform.

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.

PERSON PROFILE

Job Title: Butterfly Monitoring Officer

	Essential	Desirable	Method of assessment
Technical/Specialist skills			
Educated to degree or HND level in a biological or environmental science, or equivalent experience.	✓		A
At least two years' relevant experience	✓		A
Data management experience (data recording, comparison, analysis and presentation of findings)		✓	A/I
Excellent spreadsheet (e.g. Microsoft Excel) skills in data manipulation and analysis	✓		A/I



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	Essential	Desirable	Method of assessment
Competence with other standard Microsoft Office software, including email/internet, word processing, Powerpoint etc.	✓		A/I
Good knowledge of UK butterflies and moths		✓	I
Experience of organising biological recording projects (including mass participation 'citizen science' surveys)		✓	A/I
Experience of organising public events, training and conferences, including promotion and marketing		✓	I
Experience of publicity work, public speaking and communicating with the media		✓	A/I
Experience and knowledge of the UK biodiversity recording sector	✓		A/I
Expertise in use of GIS software (e.g. QGIS)		✓	A/I
Scientific research experience incorporating data analysis		✓	A/I
Budget Responsibilities			
N/A			

Line Management / Contractor Responsibility			
Experience of supervision of contractors		✓	I
Dealing with Volunteers/Managing External Partners and others			
Experience of working with volunteers, environmental organisations, contractors and the general public	✓		A/I
Experience of communicating with a wide range of individuals, from volunteers and 'enthusiastic beginners' to the staff of conservation groups and scientific researchers	✓		I
Excellent written and spoken communication and presentation skills	✓		A/I
Excellent interpersonal skills at a variety of levels	✓		A/I
Personal Attributes			
Empathy with aims and objectives of Butterfly Conservation.	✓		I
Extremely well organised and self-motivated; able to plan and undertake work on your own (or with limited direct supervision)	✓		I
Able to prioritise, meet tight deadlines and use own initiative.	✓		I
Flexible: able to rapidly assimilate information and adapt to a changing environment.	✓		I



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Able to work effectively as a member of a team.	✓		I
Clear and confident communicator	✓		I
Pragmatic, innovative, enthusiastic and able to motivate others.	✓		I
Able to manage potential conflicts by dealing with people in a calm and professional manner.	✓		I
Willing to work some weekends and evenings and away from home on occasions.	✓		I

Key: A = Application Form I = Interview