



Job Description

Job title: Conservation Officer	Dept: Conservation	Reports to: Wales Manager	Date Completed: February 2022
<p>Job Purpose</p> <p>Buglife Conservation Officers conserve invertebrates and their habitats by influencing others, and by managing and enhancing the environment. Individual work plans are set according to organisational strategy, funds obtained and skills and aspirations of the individual Conservation Officer.</p> <p>This role involves working in partnership with Cardiff Council Parks Service to deliver positive outcomes for pollinators across the city under the Welsh Government funded Local Places for Nature programme. The Conservation Officer will support delivery of Cardiff Council's Pollinator Plan, input into the Cardiff Nature Recovery Action Plan, promote uptake of the Pollinator Pledge, deliver events and activities, and support individuals and communities to take action for pollinators.</p>			
<p>Person specification</p> <p>Essential:</p> <ul style="list-style-type: none"> • Demonstrable understanding of pollinating insects and their conservation priorities • Experience at undertaking habitat management projects. • Good level of ecological knowledge and understanding of conservation issues • Experience of raising public awareness through outreach and engagement activities • Experience of engaging volunteers and local communities in species-focused projects. • Experience of working in partnership with other organisations, volunteers, landowners and contractors. • Some botanical knowledge • Excellent written and oral communication skills, including report-writing. • Good computer skills, including use of internet, email, Microsoft Office and Excel. • Excellent organisational skills, including time management. • Full, current driving license. <p>Desirable</p> <ul style="list-style-type: none"> • Experience of working in voluntary / NGO sector. • Project management including financial knowledge and experience • GIS experience. 			
<p>Role & Responsibilities</p> <ul style="list-style-type: none"> • Develop and maintain good working relationships with local community groups and project partners. • Educate others through public outreach, talks, workshops, training and bug walks 			

<ul style="list-style-type: none"> • Provide support with project management tasks including financial management, and reporting to funders • Supervise volunteers and contractors and contribute to their recruitment as appropriate. • Lead conservation task days, working with volunteers • Respond to public enquiries professionally and in accordance with Buglife procedure. • Prepare media releases, produce promotional material, publicise events and give media interviews when requested. • Maintain and develop own knowledge and skills. • Build and maintain external relationships which secure future and current project success and the future growth of Buglife. 	
External Communications <ul style="list-style-type: none"> • Confident communicator, able to speak to a wide range of audiences • Able to write clear and informative articles, leaflets and briefing materials • Ability to collate and present information from a variety of sources • Potential to work with television, radio and on-line using social media to promote issues and activities • Able to develop and maintain external partnerships including with organisations and members of the public 	
People Management <ul style="list-style-type: none"> • Supervise volunteers • Manage the Health and Safety of self and any direct reports or volunteers. 	
Limits of Authority Responsible for all delegated budgetary aspects of project work. Signs own correspondence and expenses claims forms for volunteers.	
Decision Making Responsible for making routine decisions about work programme	Main Interfaces Community groups, land owners / managers, NGOs, statutory agencies, local authorities, volunteers, members of the public, media.
Other relevant factors Occasional longer hours and attendance at meetings and events outside normal working hours including weekends, sometimes working away from home for periods of more than one day or undertaking longer distance travel.	

