

JOB PROFILE

Job Title: Conservation Officer – Space4Nature	5 days per week 3 years	Reports to: England Manager (Head of Operations in interim)	Date Completed: May 2022
<p>Job Purpose</p> <p>The Conservation Officer will be responsible for delivering the Buglife elements of the Space 4 Nature project, working closely within a project team from Buglife, Surrey Wildlife Trust, University of Surrey and Painshill Park Trust. The Conservation Officer will be responsible for restoring and enhancing wildflower-rich grasslands and heathland within the B-Lines network in Surrey, building partnerships with land managers and land owners, managing contractors, undertaking site surveys and assessments, training others, providing land management advice for the conservation of species and habitats, providing technical support to project partners on the development of new technologies to support future nature restoration work.</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, project objectives, and skills and aspirations of the individual Conservation Officer.</p> <p>This role will include: practical project management and delivery; partnership working; overseeing practical habitat management works; providing technical advice and training to others; engaging local communities with invertebrates and their conservation; managing interns and volunteers; public relations; financial management and reporting, and teamwork.</p> <p>The breadth of work may involve a range of habitats and species. Each Conservation Officer is likely to have different areas of interest and specialism combined with a willingness to expand their knowledge and work in new areas over time if required.</p>			
<p>Qualifications/ Skills/Knowledge/Experience</p> <ul style="list-style-type: none"> • Knowledge of a range of invertebrate groups, especially pollinating insects • Demonstrable dedication to protecting the environment and conserving wildlife • Good level of ecological knowledge and understanding of conservation issues • Experience of working with the farming community • Project management, financial knowledge and experience • Fundraising capability including for projects outside own area of expertise • Experience of raising public awareness of wildlife and environmental issues • Experience of organising events and involving the public in projects. • Some botanical knowledge • Full current driving licence required. 			
<p>Role & Responsibilities</p> <ul style="list-style-type: none"> • Project management, including project development, delivery, relationship management, appropriate financial planning and management, reporting to funders, PR and co-ordination as appropriate to individual project objectives. • Provide habitat management advice and work in partnership with local NGOs and landowners. 			

- Deliver habitat restoration, enhancement and creation works – with a focus on wildflower-rich grassland and lowland heathland.
- Liaise with the local landowners to secure land management agreements and prepare habitat management plans to support these agreements.
- Supervise volunteers and contractors and contribute to their recruitment as appropriate.
- Provide technical support to Space 4 Nature partners to aid the development of the new technology.
- Advise clients, colleagues, community groups, landowners, planners and developers.
- Maintain and develop own knowledge and skills.
- Advance the Space 4 Nature project and B-Lines purpose to external audiences and fellow professionals through talks, literature, displays and workshops.
- Maintain effective financial records and adhere to full cost recovery principles.
- Educate others through public outreach, talks, seminars, training and development, bug walks, workshops and conference speech making.
- Act as a strong team member internally and externally to deliver against the project strategy.
- Educate and inform others, including policy makers, local communities, conservation organisations, developers, land managers and site managers via public speaking at conferences and events, development of educational materials, relationship building and use of social media.
- Deliver public outreach work including delivery of talks, bug walks, workshops, training courses and supporting Buglife campaigns. Respond to public enquiries professionally and in accordance with Buglife procedure.
- Promote and educate around the study of poorly recorded, declining or endangered groups of invertebrates
- Prepare media releases, produce promotional material, publicise events and give media interviews when requested.
- Prepare fundraising applications, with support from others, for a range of opportunities aligned to the project strategy and internal cost recovery guidelines.
- Build and maintain external relationships which secure future and current project success and the future growth of Buglife.

External Communications

- 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 to promote issues and activities
- Able to develop and maintain external partnerships including with organisations and members of the public

People Management

- Supervise volunteers and contribute to their recruitment as appropriate.
- Manage the Health and Safety of self and any direct reports or volunteers.
- Comply with legislation related to wildlife and the operation of charities and businesses and adhere to internal policies.

Decision Making Responsible for making routine decisions about work programme	Main Interfaces Landowners / managers, other NGOs, statutory agencies, local authorities, members of the public, media.
Dimensions Provides guidance to other staff	Limits of Authority Responsible for all delegated budgetary aspects of project work. Signs own correspondence and expenses claims forms for volunteers.
Other relevant factors Having a base at Surrey Wildlife Trust (Pirbright, Woking) but with regular meetings elsewhere. 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.	

SIGNED: (Job holder)	SIGNED: (Manager)
DATE:	DATE: