

JOB PROFILE

Job Title Scotland and Northern Ireland Manager	Dept. Conservation	Reports to Head of Operations	Date Completed Jan 2023
Location Scotland (Stirling)	Contract Type Permanent	Hours Full time (37.5 hours per week)	
<p>Job Purpose</p> <p>The post holder will implement the Buglife Strategy in Scotland and Northern Ireland achieving our plans for growing our impact by delivering high quality nature recovery and public engagement projects, building new networks, developing and delivering new projects and partnerships. The post holder will act as the main spokesperson for Buglife in Scotland and Northern Ireland and play a significant role in steering our policy and advocacy work with the Scottish Parliament, Scottish Environment Link, Northern Ireland Assembly, Northern Ireland Environment Link, and other stakeholders.</p> <p>The role will manage the delivery of our charitable aims and objectives in Scotland and Northern Ireland. The post holder will manage a small team of Conservation Officers and volunteers, ensuring that they are supported in their work, that our suite of conservation projects are delivered on time and to a high standard, and that all financial claims and reporting is completed. The post holder will work closely with the Scotland & NI Development Manager on the strategic development of new conservation projects and programmes in the two countries.</p> <p>The post holder will also be our spokesperson for Buglife in Scotland, and lead on our communications.</p>			
<p>Qualifications/ Skills/Knowledge/Experience</p> <ul style="list-style-type: none"> • A keen interest in, and commitment to, nature conservation. • Team player with a confident persuasive manner and a professional, flexible and positive approach. • At least two years of relevant experience, including experience of developing or delivering projects in the conservation sector. • Experience of managing a small team. • Well organised and self-motivated; able to plan and prioritise work, using own initiative to meet tight deadlines to complete work to time and budget. • Able to work effectively as a member of a team or on your own or with limited direct supervision. • Pragmatic, innovative, enthusiastic and able to motivate others. • Target focused individual with ambition, drive and a hunger for achievement and success. • Strong budget management skills, organisational skills, and IT skills. • An understanding of species and habitat conservation, including practical habitat management. 			

- A knowledge of a range of invertebrate groups and their habitats would be beneficial.
- Experience of project management, including development, reporting and budget management.
- Experience of reporting to funders.
- Strong oral and written communication skills.
- Relevant professional qualifications or memberships
- The post holder must take ownership of and reflect Buglife ethos in their behaviour; including high professional standards and effectiveness in working with colleagues to achieve the best possible outcomes to meet our conservation aims.

Role & Responsibilities

- Initiate, build and maintain strong partnerships with other organisations.
- Work with partners to develop new strategies for delivering Buglife conservation priorities across Scotland.
- Identify and utilise opportunities to raise awareness and impact of Buglife's work, and for new fundraising opportunities.
- Maintain effective financial records and adhere to full cost recovery principles.
- Protect and build the charity's reputation.
- Represent the organisation at external meetings, preparing and delivering presentations, effectively communicating our charitable aims and objectives.
- Develop and deliver advocacy messages to stakeholders.

External Communications

- Confident communicator, able to speak to a wide range of audiences, including acting alone 'without script'.
- Able to research and write clear and informative position statements, articles, 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 other NGOs and decision makers.

People Management

- Manage a small team of Conservation Officers in Scotland and Northern Ireland, ensuring that they are supported in their work, that our projects are delivered on time and to a high standard, and that all financial claims and reporting is completed.
- 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 our Scottish work programme, and our in-development projects.	Main Interfaces Other NGOs, Government officials, landowners and land managers, members of the public, media contacts.
Dimensions Provides guidance to other staff on policy issues Delivers advocacy messages to a wide range of external stakeholders	Limits of Authority Signs own correspondence and expenses claims forms for direct reports and volunteers.
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.	