

JOB PROFILE

Job Title Conservation Officer	Dept. Conservation	Reports to Scotland and Northern Ireland Manager	Date Completed July 2025
Location Home working based in Central Belt of Scotland	Contract Type 1 year Fixed Term Contract from start date	Hours Part-time 2.5 days (18 hours per week, 0.5 FTE)	
<p>Job Purpose</p> <p>B-Lines are an imaginative and beautiful solution to the problem of the loss of flowers and insect pollinators; a series of ‘insect pathways’ running through our countryside and towns, along which we are restoring and creating a series of flower-rich habitat stepping-stones. They link existing wildlife areas together, creating a network, like a railway, that will weave across the UK landscape. This will provide large areas of brand-new habitat benefiting bees and butterflies– but also a host of other wildlife.</p> <p>This role will deliver a B-Lines project with a focus on working on sites owned and managed by Scottish Power Energy Networks (SPEN). The SPEN: Pollinator B-Lines Project will restore at least five sites for the benefit of insect pollinators, through the planting of native wildflower seed, creation of insect banks etc. The sites are widespread in the Central Belt of Scotland and currently include areas in Fife, West Lothian, West Dunbartonshire and North Lanarkshire. Through this project the Conservation Officer will work closely with staff members of SPEN and members of the local community. Management plans will be written for each site when habitat work is completed. Through this role, there may be opportunities to develop future projects working on sites owned by SPEN.</p> <p>Buglife Conservation Officers protect invertebrates by influencing others, and by managing and enhancing the environment. This role includes practical project management and delivery; partnership working; overseeing practical habitat management works; developing and delivering innovative ideas and solutions to engaging local communities with invertebrates and their conservation; managing volunteers; public relations; financial management and teamwork.</p> <p>The Conservation Officer will be responsible for delivering outreach and public engagement activities that will raise awareness of the importance of grasslands and other habitats in supporting insect pollinators, how to identify and record pollinators and other invertebrates, and what actions that individuals and community groups can take to help them.</p> <p>This role will include raising awareness of a range of invertebrate groups and species including bumblebees, solitary bees, hoverflies, butterflies, and other insect pollinators. 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>			

Qualifications/ Skills/Knowledge/Experience

Essential skills:

- Knowledge of a range of invertebrate groups (particularly pollinating insects).
- Experience recruiting and managing volunteers.
- Demonstrable dedication to protecting the environment and conserving wildlife.
- Proficient level of ecological knowledge and understanding of conservation issues.
- Project management, financial knowledge, and experience.
- Experience of raising public awareness of wildlife and environmental issues.
- Experience of organising events and involving the public in projects.
- Experience of managing habitat for pollinators e.g. creation and management of grassland meadows etc.
- Some botanical knowledge.
- Full current driving licence would usually be required.

Desirable skills

- Experience of partnership working.
- Experience of working with external funders.
- Fundraising capability including for projects outside own area of expertise.

Communication skills

- 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 development.
- 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.

Role & Responsibilities

<ul style="list-style-type: none"> • Project management, including project development, delivery, relationship management, appropriate financial planning, reporting to funders, PR, and co-ordination as appropriate to project objectives. • Organise field meetings and provide habitat management advice. • Supervise volunteers and contractors and contribute to their recruitment as appropriate. • Contribute expertise to planning and policy development for sustainable management of our natural environment, including input into environmental impact assessments if these arise within the project area. • Advise clients, colleagues, community groups, landowners, planners, and developers about pollinator habitats. • Maintain and develop own knowledge and skills. • Advance Buglife's messages to external audiences and fellow professionals through e.g. talks, tours, literature, displays and workshops. • Maintain effective financial records and adhere to full cost recovery principles. • Educate others through public outreach, e.g. talks, seminars, training and development, bug walks, workshops and conference speech making. • Act as a dedicated team member internally and externally to deliver against the Buglife strategy and project aims and objectives. • 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. • 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. • Build and maintain external relationships which secure delivery of the project, future projects and the future growth of Buglife. • 	
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 <ul style="list-style-type: none"> • Provides guidance to other staff • Supervises volunteers 	Limits of Authority <ul style="list-style-type: none"> • Responsible for all delegated budgetary aspects of project work. • Signs own correspondence and expenses claims forms for 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.

Occasional travel to the Buglife Scotland office in Stirling will be required.