



**Butterfly
Conservation**

Saving butterflies, moths and our environment

**Senior Policy Officer
Job Pack**

Thank you for taking the time to find out about our current vacancy.

It is great to know you are interested in working with Butterfly Conservation (BC). Included in this pack is a little background information about the organisation along with details of the job role. BC currently employs approximately c.80 members of staff, based all around England, Scotland, Wales and Northern Ireland. Our Head Office is in Lulworth in Dorset.

BC benefits from having a very active volunteer force who deliver an equivalent of over £18 million of effort each year. BC's conservation work focusses on saving threatened species from extinction, concentrating on nearly 130 species classified as priorities in UK legislation. The charity also provides advice on managing a wide range of habitats for all butterfly and moth species, including farmland and urban habitats. A central part of BC's conservation strategy is to conserve species at a landscape scale to ensure their long-term survival. These projects have been highly successful in restoring several threatened species after decades of decline.

To underpin our work, BC has expanded its member and supporter base to raise core income. In addition to its c. 40,000 members, BC reaches over 100,000 supporters via a monthly e-newsletter. A substantial part of BC's income has come in the form of government grants and contracts but as with other charities, this source of income has diminished in recent years. It also has a strong media presence, including a large and rapidly growing following on social media. These are important mechanisms to expand our influence, grow our capacity and harness new supporters. To tackle the problems facing butterflies, moths and our environment, BC is about to enter an exciting new phase of its evolution with a bold and extremely ambitious new strategy due to be launched in October. Our new strategy aims to transform our conservation work and drive forward our ground-breaking vision.

If you are excited about the prospects of working for a leading wildlife charity, please read through the attached job description to see if you have the right skills to join the team.

We look forward to hearing from you soon.

With best wishes

Julie Williams
Chief Executive



Job Title: Senior Policy Officer

Responsible to: Director of Evidence and Resources

Location: Flexible, but with some attendance at Head Office in Dorset

Salary: £29,350 - £33,300 pa, plus 8% pension contribution

Duration: Full Time, Established Post

Job Purpose:

- 🦋 To lead the development of Butterfly Conservation's (BC) policy positions in the fields of land use and biodiversity conservation in line with BC's strategy.
- 🦋 To advocate BC's policies to increase our impact and raise awareness of our activities across the UK.
- 🦋 To lead on BC's collaboration with country LINKs and other policy/advocacy umbrella organisations across the UK.

Main responsibilities:

- 🦋 Co-ordinate the development of policy position documents, statements and on occasion consultation responses for the UK and arrange opportunities to advocate agreed positions or through social media, where appropriate.
- 🦋 Support Director of Evidence and Resources in maintaining an overview of key policy developments in the four UK countries.
- 🦋 Represent BC on relevant Environment LINKs UK and country LINK working groups.
- 🦋 Develop and maintain positive relationships with other eNGO's policy officers and government decision -makers to enable advocacy of BC's policy positions.
- 🦋 Act as key contact for the Species and Nature Champion MP/MSP/MS schemes in England, Scotland and Wales, liaising with country colleagues for technical advice and site visits.
- 🦋 Act as secretariat for BC's UK Policy Group and keep colleagues informed of UK policy developments, including by producing a monthly policy e-newsletter.
- 🦋 Assess the impact of BC's policy work and provide data to the Director of Evidence and Resources for reporting back to BCs' trustees.
- 🦋 Represent BC and contribute to the Farm Wildlife and Nature Friendly Farmers Network schemes

Note: This post will involve periods of office-based activity as well as out of office tasks such as face-to-face meetings especially in London but also Cardiff, Edinburgh or Belfast.

General:

- 🦋 Any other duties relevant to the post as agreed with your Line Manager.
- 🦋 Promote BC's values (Excellence, Passionate, Inspiring, Collaborative) ensuring they are adopted in all aspects of the role
- 🦋 Work in accordance with BC's policies, procedures and codes of conduct
- 🦋 Actively participate in on-going professional development activities

PERSON PROFILE

Technical/Specialist Skills	Essential	Desirable
Educated to degree or HND level in a biological or environmental science, or equivalent experience	✓	
A good understanding of environmental /biodiversity legislation, public policies and the implication for nature conservation practice	✓	
Firm grasp of the impact of devolution on environmental/biodiversity policy across the UK	✓	
Able to analyse complex issues in a fast-paced environment and distil information to critical aspects	✓	
Good understanding of the role of communications/campaigns in policy advocacy	✓	
Fully competent in the use of Microsoft Office and GIS.	✓	
Excellent administration and organisational skills	✓	
Knowledge and experience of Agri-environment Schemes		✓
Previous experience and/or knowledge of butterflies and moths		✓
Budget Responsibilities		
Previous experience of budget management		✓
Dealing with Volunteers/Managing External Partners and others		
Experience of advocating environmental policy positions to senior decision-makers	✓	
Excellent communication skills (verbal, written and presentational), including an ability to speak confidently and convey complex policy information to non-specialist audiences	✓	
Decision Making and Society Policy		
Empathy with aims and objectives of Butterfly Conservation	✓	
Personal Attributes		
Attention to detail and ability to analyse and interpret information to make informed and objective decisions	✓	
Organised with ability to prioritise workload, set work programmes, meet tight deadlines and use own initiative	✓	
Able to work effectively as a member of a team and develop productive and supportive professional relationships	✓	
Pragmatic, innovative and use own initiative	✓	
Full driving licence (oreans of travel)		
Willing to work some weekends and evenings and away from home on occasions	✓	



Butterfly Conservation is committed to promoting a diverse and inclusive workplace where everyone is valued and feels comfortable to be themselves. We employ amazing people from a wide variety of backgrounds, but who all share one thing in common, the desire to save butterflies, moths, and our environment.

How to Apply and the Appointment Process

Application forms can be downloaded from Butterfly Conservation's [website](#) or completed via our online portal. Please email completed application forms, along with an Equal Opportunities form to HR@butterfly-conservation.org.

We strive to promote equality of opportunity in all our employment practices. The Equal Opportunities form is used for statistical purposes only and will not be seen by any member of the recruitment panel.

Your application form plays an important part in our selection process. Please ensure that your completed form relates as closely as possible to the requirements of the job, detailed in the Job Description and the Person Profile. C.V.s will not be accepted.

We will correspond with you by email and phone. Please ensure that you provide us with an email address and phone numbers that you are happy for us to use for this purpose. Please provide a mobile phone contact if possible.

If you require any further information regarding this position, please email us on the email address above.

Closing Date

Please note that the closing date for applications **midday Monday 27th September 2021**. Late applications will not be considered.

Selection Process

A shortlist of candidates will be invited to attend **first stage** online interviews, via Zoom, on **8th October 2021**.

Applicants must be entitled to work within the United Kingdom and we request that you provide Butterfly Conservation with a copy of your passport (or acceptable proof of eligibility as specified by GOV.uk) upon appointment.

Due to an anticipated large volume of enquiries we will be unable to respond to all candidates therefore if you have not heard from us two weeks after the closing date please assume that your application has been unsuccessful on this occasion.

Agencies

Unfortunately, agency applications for this position will not be considered.

JOB APPLICANT PRIVACY NOTICE

Butterfly Conservation collects a range of data about you during a recruitment process which will include:

- Your name, contact details and address;
- Details of your skills, qualifications, experience and employment history;
- Information regarding your right to work in the UK; and
- Details regarding your current level of remuneration and any work benefit entitlements.

This information will be collected from your application form and/or covering email or letter on submission to us, plus from your examination certificates, passport, driving licence or other identity documents provided. We may also collect personal data about you from third parties, such as references obtained from former employers, background checks or criminal record checks, as applicable.

This data will be stored in an electronic format (including email) on our internal IT systems and also in paper form within our HR Department. Your information may be shared internally for recruitment purposes with our directors, HR and IT teams strictly for decision making purposes. We do not share your data with any third parties.

We need to process your data to take the necessary steps prior to entering into any contract with you. We may also need to process your data if we agree to enter into a contract with you. We have a legitimate interest in processing your data during a recruitment process to ensure that we make and keep records of this process. These records allow us to manage the process effectively, assess a candidate's suitability for employment and decide whom to offer roles to. We may also, from time to time, need to process data from job applicants to respond to and defend against legal claims.

As a data subject, you have a number of rights including access to your data on request, to stop us processing your data on demand, to ask us to delete your data on demand or to change any incorrect or incomplete data we hold on you. If you believe that we have not complied with your rights, you can complain to the Information Commissioner.

Butterfly Conservation will not transfer your data outside of the European Economic Area. We will protect your data internally through internal controls and policies to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed by our employees except in the proper performance of their duties.

We will keep your personal data in this regard for a maximum of six months unless you withdraw your consent during this timescale. Our recruitment processes are not based on automated decision making and you are under no statutory or contractual obligation to provide your data to us. If you elect not to do so however, we will not be able to process your application properly, if at all.

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