
JOB DESCRIPTION

JOB TITLE:	Conservation Officer South Wales
RESPONSIBLE TO:	Senior Conservation Officer for Wales
LOCATION:	Home based and/or Wales office at National Botanic Gardens
SALARY:	£25,533 to £29,498 pa, dependent upon experience plus 8% pension contribution
DURATION:	18-month full time fixed term contract, commencing as soon as possible, 37 hours per week.

Job Purpose:

- To deliver BC's 2021-2026 strategy for threatened butterflies, moths, and their landscapes in South Wales through engagement with government, statutory agencies, voluntary and private sector organisations and landowners.
- To undertake surveys, monitoring and provide management advice for threatened Lepidoptera and their habitats and raise awareness of our strategy and priorities in Wales, through projects, campaigns, events and publicity.
- To support Butterfly Conservation's volunteers, branches, and groups so that they can play a greater role in the conservation of butterflies and moths.

Main Responsibilities:

Species and landscape work:

- Plan and deliver survey work on threatened butterflies, moths and their habitats.
- Take a key role in delivering annual surveillance and monitoring programmes for threatened species including Pearl-bordered Fritillary, Marsh Fritillary, Portland Moth, Silky Wave, Barred Tooth-striped, White-barred Clearwing and Large, Red-belted Clearwing alongside work on regionally important species including Brown Hairstreak and Grizzled Skipper.
- Deliver management advice on threatened Lepidoptera to local government, statutory agencies, voluntary and private sector organisations, landowners and BC volunteers.
- Assist with planning and delivery of Butterfly Conservations Caeau Ffos Fach/Median Farm reserve management programme.



- Assist with the development and delivery of species and landscape projects.
- Undertake data entry, use QGIS and prepare reports for internal and external stakeholders.
- Promote Wales conservation work including giving presentations, media interviews, preparation of scientific and popular reports and content for BC Wales Facebook page and website.

Volunteer and external partner support:

- Co-ordinate new and existing volunteers to become involved in species survey, monitoring and site management.
- Identify and develop partnership working and funding opportunities.
- Provide advice and promote Lepidoptera conservation with key partners, principally NRW, Local Authorities, RSPB, Wildlife Trusts and through Wales Environment Link.
- Assist with volunteer work parties on BC reserves and partnership sites.
- Support student projects and other research work in Wales.
- Assist with preparations for and running of Butterfly Conservation Wales meetings.

Budget Responsibilities:

- Preparation of grant reports.
- Assist with handling financial transactions and monitoring the reserves budget.

Line Management/Contractor Responsibility:

- Arrange and manage site management contracts as required.

General:

- Active participation in Wales team meetings, all staff meetings and Branch meetings as required.
- Promote BC's values (Excellence, Passionate, Inspiring, Collaborative) ensuring they are adopted in all aspects of the role.
- Undertake any other reasonable duties as required and commensurate with the grade of post.
- Contribute to wider work delivering BC's strategic goals as agreed with your line manager.



- Undertake all duties and responsibilities in compliance with the rules and regulations encompassing equal opportunities to help foster a diverse workforce.
- Work in accordance with BC's policies, procedures, and codes of conduct.
- Actively participate in on-going professional development activities.

NOTE:

This post will involve periods of office-based activity as well as fieldwork and out of office tasks such as meetings, across South Wales. BC Wales office is located at the National Botanic Gardens of Wales, BC support a hybrid working (home, office, on-site) model.

PERSON PROFILE

JOB TITLE: Conservation Officer South Wales

Technical/Specialist Skills	Essential	Desirable	Method of assessment
Educated to degree or HND level in a biological or environmental science, or equivalent experience	✓		A
Competent field naturalist with a strong commitment to nature conservation and a sound understanding of ecological processes	✓		A/I
Proven experience working with UK species of butterflies and moths and a good understanding of their habitat requirements.	✓		A/I
Proven experience of delivering habitat management for targeted species outcomes and assessing the results.	✓		A/I
Knowledge or experience of habitat and butterfly monitoring techniques and handling and interpreting data	✓		A/I
An understanding of environmental policy, agri-environment schemes and the sustainable management of natural resources in Wales		✓	I
Proven experience of successful project development and delivery	✓		A/I
The ability to use IT applications, including word processing, spreadsheets, databases and GIS.	✓		A/I
Full driving licence (or means to travel around the area) and valid car insurance for business use	✓		A/I

Budget Responsibilities			
Previous experience of project/budget management		✓	I

Line Management/Contractor Responsibility			
Previous experience of supervision of contractors		✓	I
Understanding of Health & Safety requirements with regards to contractors, volunteers and public events	✓		I

Volunteer and External Partner Support			
Experience of working with volunteers, environmental organisations and the general public	✓		A/I
Good written and spoken communication and presentation skills	✓		I
Welsh and understanding of importance of Welsh Language		✓	I

Decision Making and Society Policy			
Empathy with aims and objectives of Butterfly Conservation	✓		A/I

Key:
A = Application Form
I = Interview

Personal Attributes			
Well organised and self-motivated; able to plan and undertake work on your own	✓		I
Able to prioritise, meet tight deadlines and use own initiative	✓		I
Flexible: able to rapidly assimilate information and adapt to a changing environment	✓		I
Able to work effectively as a member of a team	✓		I
Pragmatic, innovative, enthusiastic, and able to motivate others	✓		I
Able to manage potential conflicts by dealing with people in a calm and professional manner	✓		I
Willing to work some weekends and evenings and away from home on occasions	✓		I

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