



# Butterfly Conservation

Saving butterflies, moths and our environment

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## JOB DESCRIPTION

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<b>Job Title:</b>	Wider Countryside Butterfly Survey Officer
<b>Responsible To:</b>	UKBMS Programme Lead
<b>Location:</b>	Flexible (travel to our office in Lulworth, Dorset is required once per quarter, with additional occasional travel across the UK).
<b>Salary:</b>	£24,000 per annum (pro rata), plus 8% pension contributions
<b>Duration:</b>	1-year fixed term contract
<b>Hours:</b>	0.5 FTE (18.5 hours per week)

### Job Purpose:

- To co-ordinate the Wider Countryside Butterfly Survey (WCBS) within the framework of the UK Butterfly Monitoring Scheme (UKBMS)
- To support and develop effective volunteer recording networks for the WCBS and maintain good working relationships with individuals and organisations involved.
- To be an advocate for butterfly recording and the WCBS project.
- To provide support for other organisations and schemes utilising the WCBS methodology.

### Main Responsibilities:

- To maintain and support the network of volunteer WCBS Champions, recruiting and training new volunteers.
- To liaise with the UK Centre for Ecology & Hydrology (UKCEH), British Trust for Ornithology (BTO), the Joint Nature Conservancy Council (JNCC) and other organisations as necessary to ensure the smooth running of the WCBS.
- To promote, facilitate and support participation in the WCBS (including the 'Holiday Squares' initiative) to strengthen coverage levels, especially in under-recorded regions.
- To support WCBS recorders in technical aspects of the scheme, including route design and field recording methods.
- To support WCBS recorders with data entry through the UKBMS website, assisting with development and fault-finding on the website as required.
- To ensure adequate feedback to participating WCBS volunteers, organisations and members of the public via project newsletters, social media and other means.

- To promote and publicise WCBS and butterfly recording/monitoring to a wide range of audiences via articles, presentations, interviews and social media, in association with Butterfly Conservation's Media Team.
- To manage a copy of the WCBS database at Butterfly Conservation and administer internal data requests.
- To encourage use of and facilitate access to WCBS data for the purposes of conservation, public education and research by staff, partner organisations, academic collaborators, and others as necessary, with the support of other staff.
- To support other organisations in utilising the WCBS methodology, currently including the National Trust Farmland Butterfly Survey and Chilterns AONB 'Tracking the Impact' project.
- To provide support, as necessary, to Butterfly Conservation and other organisations citizen science recording and monitoring schemes as required.

**General:**

- 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.
- Work in accordance with BC's policies, procedures, and codes of conduct.
- Actively participate in on-going professional development activities.



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## PERSON PROFILE

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### Job Title: Wider Countryside Butterfly Survey Officer

The following essential criteria are required for anyone interested in the role, with a further section below, to demonstrate the skills and experience that will be gained through development opportunities within the role.

Technical/Specialist Skills	Essential	Desirable	Assessment Method
Educated to degree or HND level in a biological or environmental science, or equivalent experience	✓		A
Demonstrable interest and passion to work in ecology.	✓		A/I
Excellent spreadsheet (e.g. Microsoft Excel) skills in data manipulation and analysis	✓		A/I
Competence with other standard Microsoft Office software, including email/internet, word processing, Powerpoint etc.	✓		A/I
Experience and knowledge of the UK biodiversity recording sector	✓		A/I
Full driving licence (or means to travel around the area) and valid car insurance for business use		✓	A

Working with Volunteers/Managing External Partners and others	Essential	Desirable	Assessment Method
Experience of working with and/or training volunteers	✓		A/I
Excellent written and spoken communication and presentation skills	✓		A/I
Excellent interpersonal skills at a variety of levels	✓		I

Personal Attributes	Essential	Desirable	Assessment Method
Empathy with aims and objectives of Butterfly Conservation	✓		A/I
Extremely well organised and self-motivated; able to plan and undertake work on your own (or with limited direct supervision)	✓		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
Clear and confident communicator	✓		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

Key:

A = Application Form

I = Interview

Below are the additional elements to the role that will be developed during the 1-year fixed term appointment.

<b>Technical/Specialist Skills</b>
Data management experience (data recording, comparison, analysis and presentation of findings)
Good knowledge of UK moths and butterflies
Experience of organising biological recording projects (including mass participation 'citizen science' surveys)
Experience of organising public events, training and conferences, including promotion and marketing
Experience of publicity work, public speaking and communicating with the media
Expertise in use of GIS software (e.g. QGIS)
Familiarity with computer software packages used in UK biodiversity recording
Scientific research experience incorporating data analysis
<b>Line Management/Contractor Responsibility</b>
Experience of supervision of contractors
<b>Working with Volunteers/Managing External Partners and others</b>
Experience of working with volunteers, environmental organisations, contractors and the general public
Experience of communicating with a wide range of individuals, from volunteers and 'enthusiastic beginners' to the staff of conservation groups and academic organisations