



## Where's Wildlife in Ayrshire? JOB DESCRIPTION

<b>Title :</b>	Where's Wildlife in Ayrshire? Project Officer
<b>Employer :</b>	Southern Uplands Partnership
<b>Location :</b>	Auchincruive, Ayrshire
<b>Contract Period:</b>	10 months, full-time position (37 hrs/week) Part time considered
<b>Responsible to :</b>	SWSEIC Manager
<b>Responsible for :</b>	Volunteers
<b>Organisation and Structure :</b>	See accompanying information
<b>Salary Grade :</b>	£21,000 pa

### Background

The Southern Uplands Partnership (SUP) hosts the South West Scotland Environmental Information Centre (SWSEIC). The Centre is a not-for-profit organisation which aims to further the appreciation, understanding and protection of the natural environment by collecting, collating, managing and safeguarding relevant data, by providing a focal point for accessing this information and supporting those involved in wildlife recording activities.

After operating for 10 years + in Dumfries & Galloway, and with the support of local partners, SUP have recently expanded the coverage of SWSEIC to offer the same local environmental records centre service to communities in Ayrshire.

The Where's Wildlife in Ayrshire? project started in September 2016 and has focused on engaging communities in their local wildlife and building up a network of volunteer biological recorders to improve our understanding of the region's wildlife. The project is now seeking an enthusiastic individual to continue to deliver and grow the project, which is funded by the Heritage Lottery Fund, Ayrshire LEADER, East Ayrshire Council, South Ayrshire Council and North Ayrshire Councils.

### Job Purpose

*To develop, manage and deliver the Where's Wildlife in Ayrshire? project.*

Working from an office base at Auchincruive in Ayrshire, you will be responsible for successfully delivering the Where's Wildlife in Ayrshire? project. The job will involve a variety of activities which will include: producing marketing materials and encouraging participation in the project's citizen science surveys; providing feedback to project participants; organising training days and creating/providing training materials; organising conferences and events associated with the project; developing a network of Ayrshire based recorders; giving talks to local groups and wildlife groups; liaising with existing local wildlife groups; helping to maintain a new local wildlife recording website; supervising and training volunteers; entering information gathered through the Where's Wildlife in Ayrshire? project into the central SWSEIC database.



A good knowledge of local/UK wildlife will be essential, as is the ability to identify at least one taxonomic group of plants or animals to a level where you would be confident to teach others to identify some of the more familiar species. Experience in wildlife recording and working with local amateur recorders or the general public is highly desirable. You must demonstrate an ability to efficiently organise your work programme and should have some experience of organising and running events. All candidates will have excellent verbal and written communication skills, ideally including experience of giving talks or presentations. Previous experience of working with or supervising volunteers is desirable. You will be computer literate and able to use a range of software, including Microsoft Office applications, and be confident in the use of spreadsheets to manipulate data. Experience of developing, maintaining or updating a website would be an advantage. Previous experience in using biological recording software (e.g. Recorder 6 or MapMate) and/or Geographical Information Systems (GIS) is also desirable although not essential.

## Key duties

### Organise work programme and reporting for the Where's Wildlife in Ayrshire? project

- Assist in the production of timetable and work programme for delivery of all aspects of the project.
- Provide written quarterly update reports to partners and funders.
- Attend project Steering Group meetings
- Produce summary report on completion of the project.

### Develop an enthusiastic network of Ayrshire recorders

- Produce publicity materials to promote participation in the project.
- Issue press releases to promote the project.
- Provide talks about the project and wildlife recording to local community groups and other interested stakeholders.
- Support and encourage participation at all levels in recording wildlife

### Run citizen science surveys for the project

- Liaise with the partners and other local/national organisations to set suitable target species for recording.
- Produce high quality materials (printed/online) for identification for the project's target species/species groups.
- Encourage participation in citizen science

### Provide support and feedback to project participants

- Respond to enquiries from the general public, recorders, partners and other organisations in relation to the project.
- Produce newsletters/publications for the project.
- Write articles for other organisations newsletters to publicise the project.
- Update the website with results of the project.

### Organise and run training courses

- Liaise with experienced local recorders and national experts to recruit trainers for events.
- Run a programme of fun and engaging training events throughout the region.
- Organise and publicise venues and programmes for courses.
- Gather feedback from participants.

### Assist in the development and maintenance of a regional online recording website/portal

- Write text about the project for the website.
- Help update and maintain the website.

### Provide support for others take part in wildlife recording

- Develop a wildlife recording toolkit for others to use to encourage best practise and maximise value of data collected
- Liaise with local wildlife groups to encourage sharing of data with the Centre.
- Attend wildlife events (wildlife fairs/festivals/bioblitzes) to promote/support wildlife recording.

### Organise and run project events to encourage networking between wildlife recorders

- Organise two networking events (e.g. mini conferences) for new and existing wildlife recorders.

### Manage entry of information collected by project volunteers

- Manage incoming electronic/paper records.
- Enter, validate and verify data received.
- Use and update associated records on GIS software.
- Provide training to volunteers and temporary staff.
- Supervise data entry undertaken by volunteers.

## Logistics

The project officer will be employed by the Southern Uplands Partnership and managed on a daily basis by the SWSEIC Manager. Based in a partner's office in Ayrshire you will need to be self reliant; able to plan and manage your own daily work programme; be prepared to travel across Ayrshire to meet partners and work with communities; travel occasionally to the main SWSEIC office near Dalbeattie.

Support will be readily available from the SWSEIC manager through regular meetings, phone and email. Wider support across Ayrshire will be available through steering group members and a wider network of environmental groups.

The project officer will report quarterly to the steering group comprising Southern Uplands Partnership, SWSEIC, SNH, East Ayrshire Council, South Ayrshire Council and North Ayrshire Council.

## Terms and conditions

You will have access to your own transport and will reclaim work mileage at a rate of 45p per mile.

A pension contribution is available at 8% of salary.

Leave is accrued at 3 days per full month worked.

The Southern Uplands Partnership is an equal opportunities employer and we will consider all applications including from those interested in working part time.



## Contract and notice

This is a fixed term contract lasting 10 months.

Four weeks' notice in writing on either side is required.

## Application

Application is in writing specifying the skills and experience you can bring to the role accompanied by a CV with education / employment history and the names of two referees one of whom should be your most recent employer.

Closing date for applications is noon on 17<sup>th</sup> November 2016.

Interviews will be the 29<sup>th</sup> November 2017

Application to be e-mailed to

Ed Forrest - ed@sup.org.uk

# Person Specification for Where's Wildlife in Ayrshire? Project Officer

## Knowledge, Skills and Aptitude

### Essential

- A relevant degree and/or significant appropriate experience
- Good knowledge of local/UK wildlife
- Excellent communication skills, both written and oral
- Highly motivated and able to work independently
- Good computer literacy
- Ability to prioritise work and meet deadlines
- Excellent organisational skills
- Presentation skills
- Willing to work some unsocial hours

### Desirable

- Good knowledge of the region
- Commitment to environmental sustainability
- Energetic and enthusiastic

## Experience

### Essential

- Using spreadsheets/databases to manage and manipulate data
- Planning, organising and running events

### Desirable

- Experience in wildlife recording
- Leading training in identification of at least one taxonomic group
- Working with volunteers
- Updating and managing websites
- Use of GIS systems to display spatial information
- Knowledge of working in the rural sector

## Other requirements

- Current UK Driving license and access to a vehicle