

Buglife – The Invertebrate Conservation Trust
JOB DESCRIPTION

JOB TITLE:	Biodiversity Action Manager
CURRENT POST HOLDER	Vacant
LOCATION:	Headquarters, Peterborough
DURATION	Permanent
DATE POST SET UP:	Mar 2009
DATE OF THIS VERSION:	Mar 2009
REPORTING TO/LINE MANAGER:	Director/CEO Currently: Matt Shardlow
REPORTING TO JOB-HOLDER:	Biodiversity Officers, project staff and volunteers as appointed

OVERALL PURPOSE OF THE JOB:

To develop, manage and implement the Trust's Biodiversity Action Plan delivery work area. To oversee the research and knowledge development necessary to prevent the extinction, or halt the decline, of BAP invertebrate species and to ensure that the knowledge is put into practice and the species are saved.

ROLES AND RESPONSIBILITIES:

- 1. BAP plan management.**
 - Directly manage and undertake BAP projects
 - Manage staff, volunteers and contractors undertaking projects
 - Responsible for Health and Safety of him/herself and those reporting to him/herself
 - Manage work programmes and objectives
 - Manage project budgets
 - Provide administrative support to project steering groups
 - Ensure that projects are undertaken to a high professional and scientific standard
 - Ensure that requirements of funding and contracting bodies are met
 - Undertake BARS reporting and prepare and submit Lead Partner submissions
 - Draft project budgets for scrutiny by the Director
 - Comply with relevant wildlife conservation laws, and the laws concerning the operation of charities and businesses, following guidance provided by the Trustees

- 2. Project development**
 - Develop, cost and plan new BAP delivery projects relating to Buglife's corporate strategy
 - Develop funding sources/partnerships and submit funding applications and tenders for project work in liaison with the Development Manager and Director

- 3. Project promotion**
 - Promote BAP work to the public, the conservation sector and decision makers
 - Prepare press releases, provide material and give media interviews as necessary
 - Ensure the production and distribution of project reports and articles/scientific papers

4. Strategic BAP work

Liaise with civil servants and agency staff to ensure that we retain a meaningful BAP process with strong emphasis on delivery of conservation outcomes and with clear monitoring and accountability
Contribute to processes and discussions relevant to the practical delivery of BAP actions
Develop and define plans of action with others
Maintain and develop Buglife's leading role in BAP delivery
Represent Buglife on relevant fora as required

5. Development of external relationships

Liaise with staff working in analogous fields in external organisations
Develop close partnerships with the members of specialist societies
Attend key conferences, and events, giving presentations where appropriate

7. Training and development

Manage training requirements of relevant staff

OTHER RELEVANT FACTORS OF THE JOB

Frequent work outside the office, including in the field. Occasional long hours; long distance travel in UK, including flying; and, rarely, work away from home for periods of several days, particularly during the Spring – Autumn period.

LIMITS OF AUTHORITY:

Responsibility for all delegated budgetary aspects of project work. Signs correspondence on own behalf for matters responsible for and delegated. Signs expenses claims forms for project staff and volunteers. Acts as spokesman for the Trust within defined policy limits.

WORKING RELATIONSHIPS:-

Inside the Organisation:

Direct management of specified staff and volunteers. Reports to Director. Prepares papers for presentation to Trustees and works with individual Trustees on projects and in specified work areas.

Outside the Organisation:

Contact with UK staff of :-

Statutory bodies, including Natural England (1), Countryside Council for Wales (1), Scottish Natural Heritage (1), Environment and Heritage Service Northern Ireland (1), Joint Nature Conservation Committee (2), Environment Agency (1), Scottish Environmental Protection Agency (1), Centre for Ecology and Hydrology (especially the Biological Recording Centre) (1), the National Biodiversity Network (1) and Local Authorities (1)

Non-governmental organisations, especially the British Entomological and Natural History Society (1), the Amateur Entomological Society (1), the Royal Entomological Society (1), the Bees, Wasps and Ants Recording Scheme (1), the British Millipede and

Isopod Group (1), the Dipterist's Forum (1), the British Dragonfly Society (1), the Conchological Society (1), Butterfly Conservation (1), the British Arachnological Society (1), the Royal Society for the Protection of Birds (2), Plantlife (2), the Wildlife Trusts (2), the National Trust (3), the National Trust for Scotland (3) and unlisted Buglife member organisation (2)

Other institutions and individuals including, universities (1), educational establishments (2), research institutes (3), the Natural History Museum (2), the Royal Scottish Museum (2), National Museum of Wales (3), local museums (2), independent consultants (1), local and national recorders (1) and amateur naturalists (1).

1 = frequent, 2 = occasional, 3 = rarely (incomplete list)

POST REQUIREMENTS:

The post requires a high level of ability and proven track record in staff management, prioritisation, project administration and creativity. Such knowledge would normally be acquired only after at least 3 years management experience.

A very good knowledge of invertebrate and general ecology, likely to be gained from personal experience of a variety of invertebrate taxa and habitats.

Experience of budgetary management, Health and Safety procedures, fundraising and research, survey and monitoring would be an advantage.

A good knowledge of the UK conservation sector, particularly in the areas of policy, legislation, and land management is necessary. Such knowledge would normally be acquired after five years work experience in the sector.

A good knowledge of information technology, computers and data management is essential.

An MSc or PhD would verify that the post-holder has the required data analysis, scientific and report writing skills needed to design, develop, implement and write up projects.

The post-holder must be a good communicator, able to work well with amateur entomologists and conservation workers and to write easily understood reports and articles.

A commitment to protecting the environment and a desire to make a positive difference are essential.

The post holder must be able to work on his/her own initiative.

Full current driving license would usually be required.