

Buglife – The Invertebrate Conservation Trust
JOB DESCRIPTION

JOB TITLE:	Brownfield Conservation Officer
DURATION:	3 years
CURRENT POST HOLDER	Vacant
LOCATION:	Based at Buglife HQ (Peterborough)
DATE POST SET UP:	April 2009
DATE OF THIS VERSION:	April 2009
STARTING SALARY:	£21-23,000

REPORTING TO/LINE MANAGER: Conservation Projects Manager

REPORTING TO JOB-HOLDER: Project officers, volunteers and contractors

OVERALL PURPOSE OF THE JOB:

To develop, manage and implement the Trust's brownfield conservation work. To secure the conservation of threatened invertebrate species on brownfield land in the UK.

ROLES AND RESPONSIBILITIES:

1. Project management

- Directly manage and undertake brownfield conservation projects
- Manage staff, volunteers and contractors undertaking projects
- Manage own work programme and objectives and those of project staff
- Manage project budgets
- Responsible for Health and Safety of him/herself and those reporting to him/herself, including volunteers and participants at events
- Provide administrative support to project steering groups
- Comply with relevant wildlife conservation laws, and the laws concerning the operation of charities and businesses, following guidance provided by the Trustees
- Ensure that requirements of funding bodies are met
- Maintain a strong relationship with the members of collaborating organisations.

2. Project development

- To develop and obtain funding for brownfield conservation projects.

3. Project promotion

- Promote brownfield conservation 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. Development of external relationships

- Liaise with staff working in analogous fields in external organisations
- Maintain strong contacts with key brownfield stakeholders
- Represent the Trust on relevant fora as required
- Attend key conferences and events, giving presentations where appropriate.

SPECIFIC ROLES AND RESPONSIBILITIES:

1. Brownfield conservation action

- Identify new opportunities for brownfield habitat creation (eg landfill and quarry restoration)
- Work with developers, land owners, site managers, conservation organisations, local authorities and other key stakeholders to develop innovative solutions to the conservation and management of brownfield habitats
- Raise awareness of the wildlife on brownfield sites raising amongst policy makers and other key stakeholders (as above)
- Build upon the Trust's existing campaigning work on threatened brownfield sites such as Canvey Wick and West Thurrock Marshes, identifying endangered areas and what action is required
- Collaborate and communicate with other organisations with brownfield interests
- Develop a range of advisory material on brownfield site conservation (including habitat management guidance and webpages) and disseminate to key audiences.

2. UK Biodiversity Action Plan delivery

- Maintain and develop Buglife's leading role in the delivery of the 'Open Mosaic Habitats on Previously Developed Land' UK Habitat Action Plan
- Liaise with agency staff to ensure that the Open Mosaic Habitats HAP is clearly defined, with deliverable conservation targets and outcomes
- Provide advice and support to LBAPs in priority brownfield conservation areas
- Represent Buglife on relevant UKBAP and LBAP fora as required.

3. Planning and policy

- Inform and influence new and existing brownfield regeneration policy
- Distribute 'Planning for Brownfield Biodiversity' guide to all key audiences
- Organise regional 'Planning for Brownfield Biodiversity' training events and workshops
- Respond to relevant national and local planning policy consultations
- Respond to planning applications on key brownfield sites
- Support the planning function of the statutory agencies where necessary
- Liaise with and influence the development of green infrastructure strategies (e.g. Greengrids, Eco-towns).

4. Public outreach and awareness raising

- Develop and implement public outreach and awareness raising activities that promote the importance of brownfields to wildlife and local communities
- Mobilise volunteers to survey the biodiversity of local brownfield sites
- Oversee the design and production of outreach material including leaflets
- Maintain web resource
- Liaise with national and local media to publicise issues and events.

OTHER RELEVANT FACTORS OF THE JOB

Regular work outside the office. Occasional attendance at meetings, events, etc. outside normal working hours. Some long distance travel in UK; and occasional work away from home for periods of more than one day.

LIMITS OF AUTHORITY:

Responsibility for all delegated budgetary aspects of project work. Signs own correspondence and expenses claims forms for volunteers.

WORKING RELATIONSHIPS:-

Inside the Organisation:

Direct management of specified project staff and volunteers. Reports to Conservation Projects Manager. Liaises regularly with other staff members and Trustees involved in the production of the documents.

Outside the Organisation:

Contact with staff of Statutory Nature Conservation Organisations, Conservation NGOs, Local Authorities, those involved in the regeneration sector (developers, architects, construction industry), Government Departments, specialist invertebrate organisations, universities and research institutes, ecological consultants, local and national recorders and amateur naturalists, general public. Contact with designers, web managers and printers.

POST REQUIREMENTS:

- The post requires an ability to manage staff, prioritise work and administer and create projects.
- The successful candidate will need to be outgoing and persuasive, able to develop strong partnerships and to influence and inspire other organisations and individuals
- The post-holder must be a proven communicator, with good written skills and the ability to produce easily understood leaflets, articles and reports.
- A good level of general ecological knowledge and understanding of conservation issues will be required. Such knowledge would normally be acquired only after at least 3 years work experience in the conservation sector.
- Knowledge of invertebrate taxa, habitat requirements and planning policy and procedures would be an advantage.
- A BSc or equivalent would verify that the post-holder has the required research, data analysis, scientific and report writing skills needed to oversee the production of reports.
- Computing skills are essential (i.e. proficient at operating Word, Excel, e-mail and databases).
- Experience of budgetary management, contract management and Health and Safety procedures would be an advantage.
- Some experience of organising public and training events would also be an advantage.
- A commitment to protecting the environment and a desire to make a positive difference is essential.
- Full current driving licence would usually be required.