

Conservation Officer - Save Our Spiders: Kernow Recruitment Pack

Hours: 37.5 hours per week

Contract Type: Fixed term contract until March 2029

Salary: £33,474.96

Location: Home working based in Cornwall



About Us

Buglife is the only charity in Europe dedicated to the conservation of all invertebrates. We are actively working to save our planet's rarest little animals, everything from bees to beetles, worms to woodlice and jumping spiders to jellyfish.

For almost 25 years, we have worked tirelessly to save the small things that run the planet. Invertebrates are vitally important to a healthy planet – humans and other life forms could not survive without them. The food we eat, the fish we catch, the birds we see, the flowers we smell and the hum of life we hear, simply would not exist without bugs. Invertebrates underpin life on earth and without them the world's ecosystems would collapse.

Buglife's mission has never been more important. The results from our Bugs Matter survey show that the number of flying insects sampled on vehicle number plates, across the UK, has fallen by a staggering 63% between 2021 and 2024. The consequences of this have the potential to be far-reaching, not only impacting the health of the natural world, but affecting so many of the essential services that nature provides for us.

Our aim is to halt the extinction of invertebrate species and to achieve sustainable populations of invertebrates.

Our work spans many areas of focus including restoring nature, species recovery, education and awareness raising, campaigning and saving important invertebrate sites from development.

For a small charity, we make a big impact and work across the UK, Europe and internationally. Some of our biggest

achievements to date include:

- Issuing the [Bristol Declaration](#) on insect declines, supported by over 80 organisations and high-profile individuals.
- Establishing our award-winning [B-Lines](#) initiative which aims to create and restore at least 150,000 hectares of connected wildflower-rich habitats across the UK, with over 500 hectares delivered by our projects alone so far.
- Successfully campaigning to have [neonicotinoid pesticides](#) banned across Europe.
- Fine-scale mapping 70 [Important Invertebrate Areas](#) across the UK, allowing us to better understand where our most threatened species and assemblages live.
- Establishing 22 river monitoring groups across Scotland and delivering training to over 700 people as part of our [Guardians of our Rivers](#) project.

Explore more of our work here:
buglife.org.uk/our-work/

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Saving the small things that run the planet

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Red Mason Bee (*Osmia bicornis*) © Ed Phillips

About You

We're looking for a passionate conservationist who is committed to protecting wildlife and making a real difference for some of the UK's rarest spider species. You'll have a strong understanding of invertebrate conservation, ideally with knowledge of spiders and their habitats. You enjoy working outdoors and have experience of ecological survey work, habitat management and delivering practical conservation projects that make a measurable difference.

You'll be an organised project manager with the ability to build positive relationships with a wide range of people, including landowners, volunteers, partner organisations and local communities. Confident communicating with different audiences, you'll be equally comfortable delivering events, preparing engaging written materials and promoting conservation through talks, workshops and media channels.

You'll bring experience of managing volunteers, coordinating activities and balancing multiple priorities, alongside sound financial awareness and an understanding of project delivery. A collaborative approach, good botanical knowledge and a commitment to improving the natural environment will help you succeed in this varied role.

Most importantly, you'll share Buglife's passion for protecting the UK's invertebrates and inspiring others to value them. You'll be proactive, adaptable and enthusiastic about working with others to secure a better future for Cornwall's remarkable spider species through the Save Our Spiders: Kernow project.



Job Profile

Overview

Job Title: Conservation Officer Save our Spiders: Kernow

Department: Conservation

Reports to: Assistant England Manager

Location: Home working based in Cornwall

Contract Type: Fixed-term until March 2029

Hours: 37.5 hours per week

Job Purpose

There are over 650 species of spider in the UK that are found in a range of habitats, from the tops of mountains to the edge of our coasts. Save Our Spiders: Kernow, funded by the National Lottery Heritage Fund, will secure the future for 12 Nationally Rare species of spider found along the coasts of Cornwall that include the Golden Lantern-spider, Nose Gallows Spider, Pallid Hair-head and Southern Ant Spider.

This role will work with partners, landowners and communities to:

- Survey sites along Cornwall's coastline, including in Buglife's Important Invertebrate Areas (IIAs), to improve our knowledge of the UK distribution and habitat requirements for twelve species of spider, includes the Dorset Mesh-weaver thought extinct in the UK until its rediscovery in Cornwall in 2023, and the White-moustached Jumper whose stronghold in the UK is cliffs in Cornwall.
- Restore habitat for spiders with a focus in Cornwall's Coastal IIAs, using results from the surveys to identify where habitat could be restored and better managed (e.g. via scrub removal, non-native species control, grazing), engaging with landowners throughout this process (via group sessions and 1-1 advice), informing management plans for sites.

- Raise awareness of the importance of spiders in ecosystems via the delivery of educational events and activities across Cornwall and online that will improve people's knowledge on: the importance and diversity of spiders; the habitats they live in; how to identify different spiders; how to record wildlife via iRecord.
- Buglife Conservation Officers protect invertebrates by influencing others, and by managing and enhancing the environment. This role includes practical project management and delivery; partnership working; overseeing practical habitat management works; developing and delivering innovative ideas and solutions to engaging local communities with invertebrates and their conservation; managing volunteers; public relations; financial management and teamwork.



Using money raised by National Lottery players, The National Lottery Heritage Fund supports projects that connect people and communities with the UK's heritage.

Save our Spiders: Kernow is made possible with The National Lottery Heritage Fund.

Job Profile

Key Responsibilities

- Project management, including project development, delivery, relationship management, appropriate financial planning, reporting to funders, PR, and co-ordination as appropriate to Save Our Spiders project objectives.
- Organise field meetings, assist with the preparation of survey reports, provide habitat management advice and work in partnership with other invertebrate and habitat specialists.
- Supervise volunteers and contractors and contribute to their recruitment as appropriate.
- Contribute expertise to planning and policy development for sustainable management of our natural environment, including input into environmental impact assessments if these arise within the project area.
- Advise clients, colleagues, community groups, landowners, planners, and developers about pollinator habitats.
- Maintain and develop own knowledge and skills.
- Advance Buglife's messages to external audiences and fellow professionals through talks, tours, literature, displays and workshops.
- Maintain effective financial records and adhere to full cost recovery principles.
- Educate others through public outreach, talks, seminars, training and development, bug walks, workshops and conference speech making.
- Act as a dedicated team member internally and externally to deliver against the Buglife strategy and project aims and objectives.
- Educate and inform others, including policy makers, local communities, conservation organisations, developers, land managers and site managers via public speaking at conferences and events, development of educational materials, relationship building and use of social media.



Evarcha falcata © Darren Bradley

Job Profile

Key Responsibilities

- Respond to public enquiries professionally and in accordance with Buglife procedure.
- Promote and educate around the study of poorly recorded, declining or endangered groups of invertebrates.
- Prepare media releases, produce promotional material, publicise events and give media interviews when requested.
- Build and maintain external relationships which secure delivery of the Save Our Spiders project, future projects and the future growth of Buglife.

Communication

- Confident communicator, able to speak to a wide range of audiences.
- Able to write clear and informative articles, leaflets, and briefing materials.
- Ability to collate and present information from a variety of sources.
- Potential to work with television, radio and on-line to promote issues and activities.
- Able to develop and maintain external partnerships including with organisations and members of the public.

Skill and Knowledge Requirements Include:

People Management

- Supervise volunteers and contribute to their development.
- Manage the Health and Safety of self and any direct reports or volunteers.
- Comply with legislation related to wildlife and the operation of charities and businesses and adhere to internal policies.

Other relevant factors

- Occasional longer hours and attendance at meetings and events outside normal working hours including weekends, sometimes working away from home for periods of more than one day or undertaking longer distance travel.
- Occasional travel to the Buglife office in Plymouth will be required.



Dung beetles © Jose Ramon Polo

Person Specification

Skill and Knowledge Requirements Include:

Essential skills:

- Knowledge of a range of invertebrate groups (particularly spiders).
- Experience recruiting and managing volunteers.
- Demonstrable dedication to protecting the environment and conserving wildlife.
- Proficient level of ecological knowledge and understanding of conservation issues.
- Project management, financial knowledge, and experience.
- Experience of raising public awareness of wildlife and environmental issues.
- Experience of organising events and involving the public in projects.
- Experience of managing habitat for invertebrates e.g. via scrub removal, invasive species control and/or grazing.
- Some botanical knowledge.
- Full current driving licence would usually be required.

Desirable skills:

- Experience of partnership working.
- Experience of working with external funders.
- Fundraising capability including for projects outside own area of expertise.



Pot Beetle Survey © Richard Hebb

Applying for the role

Recruitment process

At Buglife, we are committed to fostering a diverse and inclusive workforce. We encourage applications from individuals of all backgrounds, especially those underrepresented in the charity and conservation sectors.

Our recruitment focuses on skills, qualifications, and experience, ensuring equal opportunity for all. We also welcome discussions about flexible working and support those returning to employment after a career break.

Your application will be reviewed by the hiring team for the role.

Please submit your application here.

Key Dates

Applications for this role will close on Tuesday 4 August 2026

Due to the volume of applications we receive, we may close this vacancy early. It is therefore advisable to apply as early as possible if you would like to be considered for this role.

Interviews will be held Thursday 20 August 2026

If you have any questions, or need further information please contact:

recruitment@buglife.org.uk



Applicant Privacy Summary

We collect and process your personal data (such as your CV, application details, and interview information) to assess your suitability for the role and manage the recruitment process. In some cases, we may also collect limited information from publicly available sources (such as LinkedIn) where relevant to recruitment.

We process your data on the basis of our legitimate interests in recruiting suitable candidates, and to comply with legal obligations where applicable.

If your application is successful, we may also collect additional information such as references and evidence of your right to work in the UK.

We may share your information with relevant staff involved in recruitment and, where appropriate, external stakeholders involved in the recruitment process (such as interview panel members from partner organisations involved in the project), as well as third-party providers supporting pre-employment checks.

We retain your data for up to 6 months after the recruitment process ends. During this time, we may contact you about similar roles within the organisation. After this period, your data will be securely deleted.

You have rights in relation to your personal data, including access, correction, and in some cases the right to object to or restrict processing, or request deletion. You also have the right to raise concerns with the Information Commissioner's Office.

If you have any questions about how your data is handled, please contact: **recruitment@buglife.org.uk**

Buglife Benefits

At Buglife, we believe in valuing people—recognising that our greatest asset is the passion, integrity, and empathy our team brings to the mission every day. We've built a culture that's relaxed and friendly, where people genuinely care about invertebrates and each other. We trust our staff to manage their own time and work in ways that suit them best, whether that's flexible start and finish times, compressed hours (such as a 9-day fortnight), or working remotely, in the field, or from one of our offices across the UK. We provide all the tools and equipment you need to do your job well, wherever you're based.

Beyond the practicalities, we offer enhanced and generous sick pay because we know that looking after our people means looking after their wellbeing when they need it most.

Our benefits package reflects our commitment to supporting a healthy work-life balance and enabling you to do your best work for invertebrates.

Annual Leave: 23 days rising to 28 after three years' service, plus bank holidays and paid business closure between Christmas and New Year (pro rata for part-time roles).

Wellbeing Wednesdays: A half-day of additional leave on the last Wednesday of each month to focus on wellbeing – whether that means getting outdoors, relaxing, or simply catching your breath.

Employee Assistance Programme: 24-hour access for you and your immediate family to confidential telephone counselling and our wellbeing app, Spark.

Pension: Up to 8% employer pension.

Learning and Development: Comprehensive training package for all staff.

Life Assurance: Life assurance cover from day one of employment.

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Whatever role you want to apply for, whether it be fundraising, finance, or conservation, you will be contributing to saving the natural world.

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Common Blue (*Polyommatus icarus*) © Claire Pumfrey



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If you have any queries please contact:

Laura Larkin

Assistant England Manager

M: laura.larkin@buglife.org.uk

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 0300 102 7375

Find us on:

