



Assistant Manager - Scotland Recruitment Pack

Hours: 18.75 per week

Contract Type: Fixed Term Contract 24 Months

Salary: £21,154.69 (£42,309.38 FTE)

Location: Hybrid -based in Scotland

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 and supportive conservation professional, with knowledge of and a strong interest in terrestrial invertebrates, who wants to make a real difference for invertebrates and the habitats they depend on.

You'll have experience of managing people and delivering conservation projects, with the ability to plan and prioritise effectively, manage budgets and build strong relationships with partners and stakeholders. You'll be a collaborative and supportive team player, ready to work closely with the Country Manager and our existing Assistant Manager to provide effective leadership and support the Conservation team.

Knowledge of terrestrial invertebrates and their habitats is desirable, and we'd particularly welcome applications from candidates with an understanding of the challenges facing invertebrate species and practical habitat management.

A genuine commitment to nature conservation is essential, along with the enthusiasm to champion invertebrates and contribute to nature recovery.

You'll be organised, self-motivated and comfortable balancing a varied workload, from supporting and developing staff and volunteers to overseeing projects, contributing to fundraising and representing Buglife externally.

If you're a collaborative conservationist who enjoys working with people, developing partnerships and turning conservation ambitions into practical action, we'd love to hear from you.



Job Profile

Overview

Job Title: Assistant Manager - Scotland

Department: Conservation

Reports to: Scotland and Northern Ireland Manager

Location: Hybrid based in Scotland

Contract Type: FTC - 24 Months

Hours: 18.75 per week (0.5 FTE)

Job Purpose

- Our Assistant Manager works with and supports the Country Manager to conserve and recover invertebrate populations and restore their habitats.
- Country Manager to conserve and recover invertebrate populations and restore their habitats. The role leads a team of Conservation Officers and volunteers, oversees delivery of conservation projects, and supports the development of new programmes, projects and partnerships aligned to delivering our charitable aims.
- They will also support the work of the Advocacy Team and Programme Leads to ensure a consistency of messaging and delivery at a national/local level.

Key Responsibilities

- Line-manage and support Conservation Officers, ensuring that staff are able to work effectively, and that projects are delivered to a high standard.
- Plan, monitor, control and maintain effective financial records for designated budgets.
- Support Conservation Officers to manage their project budgets and that all funding claims and reports are submitted on time and to expected standard.
- Support the Country Manager to advocate for invertebrates and their conservation, ensuring a consistent message is delivered, and including the development of policies which facilitate nature recovery.
- Act as a strong team member internally and externally to deliver against the Buglife strategy.
- Develop and maintain effective external partnerships, with other NGOs and local stakeholders.



Evarcha falcata © Darren Bradley

Job Profile

Key Responsibilities

- Develop new projects and prepare fundraising applications, with support from others, for a range of opportunities aligned to the organisational strategy and full cost recovery principles.
- Support the growth and sustainability of Buglife by contributing to improving internal processes/ inputting to relevant internal focus groups and meetings.
- Represent the organisation at external meetings, preparing and delivering presentations, effectively communicating our charitable aims and objectives.
- Prepare media releases and give media interviews when requested, and support conservation officers to do the same.
- Manage the Health and Safety of self and any direct reports, volunteers, or other relevant individuals.
- Comply with legislation related to wildlife and the operation of charities and businesses and adhere to internal policies.

Dimensions

- Provides guidance and support to other staff.

Main Interfaces

- Other NGOs, statutory agencies, local authorities, members of the public, media.

Decision Making

- Responsible for making routine decisions about work programmes.

Limits of Authority

- Signs own correspondence and expenses claims forms for direct reports and volunteers.
- Can commit expenditure in line with the limits detailed in the procurement policy.
- Deputises for the Country Manager where required.

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.



Dung beetles © Jose Ramon Polo

Person Specification

Qualifications/Skills/Knowledge/Experience

Essential

- **Conservation Commitment** - Demonstrates genuine interest in and dedication to nature conservation principles and outcomes.
- **People Management** - Manages staff effectively, taking a people-focussed and supportive approach.
- **Partnership Working** - Collaborates effectively with partner organisations and stakeholders to achieve shared conservation objectives.
- **Technical Conservation Knowledge** - Understands species and habitat conservation principles, including practical habitat management techniques.
- **Financial Management** - Manages budgets effectively, ensures projects are delivered within financial constraints, and reports accurately to funders.
- **Team Working** - Works effectively within teams, demonstrates a confident and persuasive manner, and maintains a professional, flexible and positive approach.
- **Professional Standards** - Embodies organisational ethos, maintains high professional standards, and works collaboratively to achieve conservation aims.
- **Organisation & Self-Management** - Plans and prioritises workload, uses initiative to meet tight deadlines, and delivers work to time and budget with minimal supervision.
- **Project Management** - Develops and delivers conservation projects from inception through completion, including planning, reporting, and budget oversight.

Desirable

- **Professional Qualifications** - Holds or pursues relevant professional qualifications or memberships.
- **Technical Conservation Knowledge** - knowledge of terrestrial invertebrates and habitats is desirable.



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 04 September 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 week commencing Monday 07 September 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:

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 buglife.org.uk

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Find us on:

