



## 1. JOB DESCRIPTION

### IDENTIFICATION OF JOB

- Job Title** : • Wildlife Monitoring Co-ordinator
- Group/Team** : • Nature Recovery (South)
- Working Base** : • The Old Ragged School
- Responsible to** : • Nature Recovery Manager
- Responsible for** : Volunteers and placement students
- Overall Purpose of Job** : • To work towards wildlife conservation and deliver our nature recovery aspirations in Nottinghamshire by undertaking habitat and species surveys and monitoring. You will also train volunteers in survey techniques and support them to monitor nature's recovery both on our own land and that of our partners where we are working on shared projects.
- Main Responsibilities** : • Undertake ecological baseline and follow-up surveys to demonstrate the impact of delivering nature's recovery through our projects funded by Severn Trent Water's Great Big Nature Boost  
• Support the Nature Recovery Manager to manage data that comes forward from volunteer recorders and surveyors, including mapping key species of note onto management maps for reserves.  
• Fill the most urgent gaps in ecological surveys on our own land.  
• Develop and deliver training for volunteers on a range of ecological surveys, provide support and coordination to ensure we can make best use of the skills and enthusiasm of those volunteers.  
• Support the writing of conservation management plans with species and habitat data and evidence.

## 2. JOB SPECIFICATION

- Line Management and Supervision** :
- The post holder has no direct responsibility for staff, but will train and support volunteers and may support a placement student.
  - Direct and coordinate the work undertaken by volunteers relating to ecological surveys
- Responsibility, Budgets and Other Resources** :
- The post holder is responsible for delivering the monitoring requirements of our Severn Trent funded Great Big Nature Boost projects.
  - Contribute to the annual reporting process.
- Work Complexity** :
- Act as a credible source of ecological expertise on wildlife and habitat creation and management, both internally and externally.
  - Using ecological survey techniques to map flora and fauna using GIS mapping skills and the wildlife recording software iRecord and Recorder6.
  - Support the delivery of the external funded projects through undertaking surveys and gathering baseline data.
  - Develop and deliver an annual survey and monitoring programme
- Decision Making, Creativity and Innovation** :
- The postholder will support the NR teams to deliver the nature recovery and people taking action objectives of the Trust.
  - Work with Trust staff, volunteers and external partners on wildlife surveys, species recording and mapping.
  - Develop and deliver innovative volunteer training.
- People, Contacts and Representation** :
- Liaison with both internal and external stakeholders. The postholder will be in contact with and expected to form strong working relationships with other staff, volunteers, local groups, partner organisations, specialist natural history recorders and members of the public.
- Working Conditions** :
- This role is based at the Trust offices on Brook Street in Sneinton Market but there will be a need for regular travel across the County including frequent surveys at the Idle Valley Nature Reserve, Attenborough Nature Reserve and other sites across Nottinghamshire.
  - Occasional evening and weekend working may be required.
  - In order for the organisation to work effectively, the postholder may be required to assist with other areas of work



## 3. PERSON SPECIFICATION

and therefore should be prepared to undertake other duties appropriate to the post.

- The postholder will abide by NWT's Health and Safety policies and guidance.

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<b>Team</b>	:	<b>Nature Recovery (South)</b>

- Experience** :
- Degree in Ecology or a related science or comparable experience. (E)
  - Ecological survey and assessment experience of a range of faunal groups and flora (E)
  - Experience of working with ecological volunteers (E)
- Competence, Knowledge & Skills** :
- Habitat assessment and an understanding of habitat management for nature conservation (E)
  - Survey techniques for plants and a range of faunal groups, relevant to Nottinghamshire (E)
  - Knowledge of nature conservation legislation with regard to species surveys (E)
  - Word processing and other IT applications including GIS - mainly QGIS for species mapping, MapInfo is desirable (E)
  - Ability to liaise effectively with a wide range of people (E)
  - Ability to train and support volunteers (E)
  - Excellent written and oral communication skills (E)
  - Letter and report writing (D)
  - Efficient administration and organisation (E)
  - Ability to prioritise workloads and meet deadlines (D)
  - Full driving licence (E)
- Personal Qualities** :
- Commitment to nature conservation
  - Professional approach
  - High level of enthusiasm, self-motivation and self-discipline
  - Ability to work as part of a team and on own initiative
  - Flexibility of approach to wide-ranging tasks