

Job Description

1. IDENTIFICATION OF JOB

Job title - **Biodiversity Communications Officer**

Responsible to - Biodiversity Information Service Manager

2. OVERALL PURPOSE OF JOB

- Raise the profile of BIS and support biological recording in Powys & Brecon Beacons National Park
- Develop and maintain BIS social media sites and other communication channels
- Assist with the biodiversity services and data management
- Administer BIS events including biological training and recording days

3. MAIN RESPONSIBILITIES

The post-holder will:

- a) Develop and maintain new social media sites for BIS e.g. Facebook
 - b) Maintain news and events on BIS website and through email distribution list.
 - c) Edit biennial recorders newsletter
 - d) Develop promotional material as required
 - e) Provide administration for BIS events including wildlife training and recording days
 - f) Run a Recorders Forum for suppliers of biological data in Powys and Brecon Beacons National Park.
 - g) Attend public events to promote BIS and wildlife recording
 - h) Assist to identify and fill gaps in recording effort, to provide support to the recording community and to facilitate increased biological recording.
 - i) Assist with BIS biodiversity enquiry services and data management
 - j) Deputise for BIS Senior Biodiversity Officer where appropriate
 - k) Maintain an up-to-date knowledge and understanding of biological recording issues.
 - l) Be flexible and undertake other tasks as necessary, or as directed by the BIS manager or the board of directors.
-

4. MAIN ACTIVITIES

These will include:

- a) Undertaking and managing a broad range of duties, often under own initiative.
- b) Liaising regularly with a wide range of contacts. These may include:
 - officers from statutory conservation organisations, voluntary conservation organisations, national park authorities and other bodies
 - the public, volunteers and voluntary recording groups
 - customers
 - other LERC Wales staff
 - Press and media contacts
 - the Board of Directors
- c) promoting BIS and wildlife recording through social media, website, newsletters and email
- d) Producing publicity material and attending public events
- e) Entering data and maintaining data sets and information systems
- f) Undertaking various administrative tasks.
- g) Travelling within Powys & the Brecon Beacons National Park and Wales
- h) Occasional weekend working

Person Specification

Job title - **Biodiversity Communications Officer**

This section details the experience, skills, knowledge and personal qualities required for the post.

	Essential	Desirable
EXPERIENCE		
Working with the public or volunteer biological recorders and recording groups.	✓	
Working with biological records or comparable project		✓
Working with local authorities or with public & voluntary sector nature organisations, in a professional capacity		✓
Organising public training or workshop events		✓
KNOWLEDGE		
Natural history and / or biological recording experience	✓	
Ecology, Nature Conservation Degree or equivalent qualification.		✓
Understanding of taxonomic principles and/or expert knowledge of at least one major taxonomic group		✓
Statutory and voluntary sector approaches to nature conservation in the UK, including strategies such as local Biodiversity Action Plans, Wildlife Sites Systems and the NBN.		✓
SKILLS		
IT literate with experience of Windows and Microsoft Office applications	✓	
Knowledge and use of social media	✓	
Ability to develop promotional material	✓	
Excellent organisational ability including time and workload management of self and others	✓	
Experience of biological recording software (e.g. Recorder, Recorder 2000)		✓
Experience of GIS (e.g. QGIS and ArcView)		✓
Experience of databases		✓
Driving licence.		✓
Ability to communicate in Welsh.		✓
PERSONAL QUALITIES		
Excellent written and verbal communications skills.	✓	
Commitment to promotion of biological recording and wildlife conservation.	✓	
Professional, business-like approach.	✓	
Ability to deal with sensitive and/or confidential information.	✓	
Ability to work under own initiative with minimal supervision.	✓	
Willingness to assume responsibility and to take decisions.	✓	

Who we are looking for

We are looking for a **Biodiversity Communications Officer** with the knowledge, skills, experience and personal qualities outlined in the attached person specification. They will be responsible for promoting the work of BIS and wildlife recording in Powys & Brecon Beacons National Park

This post requires someone who has relevant experience of working with the general public but has an understanding of nature conservation issues. The successful applicant must be IT literate, imaginative, preferably with experience of producing promotional material and using social media. Most importantly, the successful applicant will be a good communicator with good organisational skills and the ability to work to a very high standard. They should be able to demonstrate their commitment to biodiversity and be highly motivated to get the general public involved with watching and recording wildlife.

Details Of Employment

(a) Pay

The salary for the Biodiversity Communications Officer post will be £21,000 pro rata. BIS currently offers a workplace pension scheme (WPS) with Scottish Equitable now AEGON. BIS operates a generous Sick Pay Scheme and Health Plan.

(b) Hours of work

This post is offered as p/t for 3 days (21 hours) per week. Standard hours are a five day, 35-hour week, exclusive of lunch breaks. A flexi-time system is in place, as is a system of time off in lieu for any unsocial hours worked. The applicant will be expected to do occasional weekend work to attend BIS or other organisations events.

(c) Location

This post will be based at the BIS offices, 6 The Bulwark, Brecon, Powys. Some travel around Powys and Brecon Beacons National Park and Wales is anticipated.

(d) Leave

Annual leave allowance is 25 days per year, in addition to 8 public holidays and bank holidays. BIS is closed between Christmas and New Year, during which time staff will be expected to take leave. Part-time workers leave is calculated pro rata to include a public holiday allowance.

(e) Probationary period

All new employees will be required to undertake a period of probation for 3 months, in which time they will be expected to establish their suitability for the post.

(f) Duration of contract

This post is offered initially as a fixed term contract of 12 months. This is expected to be extended if sufficient funds are secured from partners.

(g) Travel

The post-holder will be expected to use their own transport for any business and an allowance of 45p per mile will be paid.

The Selection Process

The interview panel will meet shortly after the closing date to study the returned application forms and compile a short-list of applicants. They will do this by comparing the information provided on the application form to the requirements of the job, as listed in the person specification. A short list of the most suitable applicants (those who meet all or most of the requirements) will be drawn up.

Interviews are scheduled to take place in late March 2017 and will be held at the BIS offices in Brecon.

Applying for the post

Before completing the application form, please read 'The Selection Process' above as it is in your interest to complete the form in the way we require. You may include a CV if you wish, but this should not be as a substitute for completing the application form.

Please return your application form to:

Janet Imlach
The Biodiversity Information Service for Powys and BBNP
Unit 4
6 The Bulwark
Brecon
Powys
LD3 7DG

OR Email: janet@bis.org.uk

Completed application forms must arrive by midday on the 14th March 2017. Please note that late applications will not be considered. BIS will confirm receipt of your form by email or please enclose an SAE.

Unfortunately we do not have the resources to respond to those candidates who have not been short-listed. If you do not hear by the 31st March 2017 you should assume that your application has not been successful on this occasion.