

## Hampshire & Isle of Wight Wildlife Trust

### JOB DESCRIPTION

1. IDENTIFICATION OF JOB	
<b>Job Title</b>	Assistant Nature-Based Solutions Officer
<b>Department</b>	Nature-Based Solutions
<b>Responsible to</b>	Senior Nature-Based Solutions Officer
<b>Responsible for</b>	Volunteers and Contractors
<b>Location</b>	B
<b>Level</b>	Beechcroft House
<b>Budgetary Responsibility</b>	This role has no direct budgetary responsibility

2. OVERALL PURPOSE OF JOB
<p>This post is held within Hampshire &amp; Isle of Wight Wildlife Trust's Nature-Based Solutions (NBS) Department. In order to achieve our ambitions for nature's recovery, the Assistant Nature-Based Solutions Officer will assist in the delivery of the survey and monitoring of externally funded project work, through our ecological consultancy, Arcadian Ecology &amp; Consulting Ltd. Projects vary, but mainly include a large woodland restoration project. Duties will primarily include assisting Officers with field survey work including bats, butterflies, bumblebees, dormice, moths, reptiles, habitat surveys, habitat management, and data entry using spreadsheets and Geographical Information Systems (GIS), reporting and equipment maintenance.</p> <p>The post will also be required to assist the Senior Nature-Based Solutions Officer with the delivery and development of the Trust's NBS schemes, including Biodiversity Net Gain and Nitrates.</p>

3. MAIN RESPONSIBILITIES
<ul style="list-style-type: none"> <li>• Carrying out monitoring surveys for both species and habitats, in particular bats, reptiles, invertebrates and woodland vegetation surveys.</li> <li>• Assisting the team with further protected species surveys, including ground level tree assessments (GLTA), emergence surveys, static bat detectors, and radio tracking bats.</li> <li>• Assist the team with supervision of contractors and planning forestry operations.</li> <li>• Carrying out data entry and analyses using GIS software (MapInfo, ArcGIS and Survey123).</li> <li>• Analysing bat static data using programs such as Kaleidoscope.</li> <li>• Ensuring survey data is saved and shared internally with colleagues using recording software, Excel and SharePoint.</li> <li>• Sharing data sets with external conservation partners e.g. HBIC, local Species Groups</li> <li>• Assisting with the organisation and implementation of externally funded ecological project work including species surveys and data entry for Arcadian Ecology</li> <li>• Assisting with report writing, report review and overall production for internal and external reports</li> <li>• Supervising volunteers and interns assisting with field survey work and projects</li> <li>• Maintaining survey equipment (cleaning and checking working order).</li> <li>• Assisting with the production of project progress reports and publicity including social media and website articles such as blog posts.</li> <li>• Supporting the Trust's 'Wilder' 10 year strategy which began in 2020.</li> </ul>

#### **4. JOB SPECIFICATION / SCOPE OF ROLE**

##### **Scope of Role**

- Carrying out a range of surveys on the Trust estate and for external clients.
- This role has everyday contact with Trust staff, volunteers and you are likely to meet members of the public whilst out surveying.
- There is no delegated authority, budgetary or management responsibility within the role.
- Out of hours work will be required for which time off in lieu (TOIL) will be granted.

##### **General**

- Abide by Trust procedures and policies, in particular Health & Safety and Equal Opportunities, Safeguarding & Child Protection and GDPR.
- Follow finance policies, processes and procedures
- Promote the Trust wherever possible, in particular recruiting new members and acting as an ambassador for our vision, values and aims
- Undertake additional duties commensurate with the post as may be reasonably requested from time to time.

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### PERSON SPECIFICATION

<b>Job Title</b>	Assistant Nature-Based Solutions Officer
<b>Department</b>	Nature-Based Solutions

**Below is the list of experience, knowledge, skills and personal qualities needed for the above role. Each area is split into Essential and Desirable criteria.**

<b>Area A EXPERIENCE</b>
<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• Experience in undertaking a range of ecological surveys, particularly bats.</li> <li>• Experience in surveying protected species.</li> <li>• Experience in analysing ecological data.</li> <li>• Experience in report-writing and dissemination.</li> <li>• Experience of using GIS software- ArcGIS.</li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• Experience of producing concise and clear reports.</li> <li>• Experience in using bat sound analysis software.</li> <li>• Experience of carrying out ground level tree assessments for bats.</li> <li>• Experience in woodland management.</li> <li>• Experience of carrying out surveys and using the Biodiversity Net Gain metric</li> <li>• Experience of administration and project management.</li> <li>• Experience of supervising volunteers and contractors.</li> </ul>
<b>Area B KNOWLEDGE &amp; QUALIFICATIONS</b>
<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• Educated to a higher-level degree or equivalent.</li> <li>• Able to identify common species of UK flora and fauna.</li> <li>• An understanding of woodland management.</li> <li>• Knowledge of Nature- based solutions, particularly Biodiversity Net Gain.</li> <li>• Knowledge of UK priority habitats and conservation designations.</li> <li>• Knowledgeable with regards to wildlife legislation, in particular protected species and habitats.</li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• Knowledgeable of principals and issues affecting habitat management and species conservation.</li> </ul>
<b>Area C SKILLS</b>
<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• Right to work in the UK.</li> <li>• Excellent data and mapping skills including proficiency in MapInfo and ArcGIS.</li> <li>• Excellent data analysis and presentation skills.</li> <li>• Strong computer literacy and be an effective IT user in particular with Microsoft Word, Excel and Outlook.</li> <li>• Strong organisational and prioritisation skills.</li> <li>• Full UK driving licence.</li> </ul>

**Desirable:**

- Level 1 bat licence.
- Excellent written and verbal communication and presentation skills.
- Excellent interpersonal and team-work skills.

**Area D PERSONAL QUALITIES**

**Essential:**

- Consistently produce work to agreed targets, timescales and standards.
- Successfully manage conflicting priorities and time pressures.
- Confident in working in and around water, livestock and willing to handle protected species under supervision.
- Has a structured and organised approach to work.
- Spots a problem and takes quick action to respond on own initiative.

**Desirable:**

- Able to communicate clearly to a range of audiences.