

Hampshire & Isle of Wight Wildlife Trust

JOB DESCRIPTION

1. IDENTIFICATION OF JOB	
JOB TITLE	Trainee Ecologist
DEPARTMENT	Ecology Team
RESPONSIBLE TO	Senior Ecologist
RESPONSIBLE FOR	n/a
LEVEL	A

2. OVERALL PURPOSE OF JOB
<p>The trainee will specifically assist in the delivery of the survey and monitoring of the Trust's Estate, support Trust staff in the delivery of externally funded project work, and lead on the delivery of specific tasks. Duties will primarily include assisting officers with survey work (including phase 1 habitat survey, bats, butterflies, reptiles, Odonata and white-clawed crayfish), data collection and collation, data analysis, reporting, use of Geographical Information Systems (GIS), equipment maintenance and implementing the Trust's biosecurity protocol.</p>

3. MAIN RESPONSIBILITIES
<ul style="list-style-type: none"> • Assisting with the organisation and implementation of protected species and habitat surveys on the Trust's Estate; this will include liaising with Trust staff (primarily Reserves Officers), disinfection protocols, assisting with surveys, and inputting survey data. • Assisting with the organisation and implementation of externally funded project work; this will include liaising with landowners, disinfection protocols, protected species and habitat surveys. • Lead on the delivery of specific survey programmes (e.g. butterfly transects and aquatic invertebrates). • Assisting with the production of interim and final version survey reports incorporating species data, site observations and use of GIS for analysis and mapping. • Assisting with the production of project progress reports and publicity including articles, website news stories and press releases. • Assisting with the development and delivery of volunteer survey programmes. • Assisting with wider activities undertaken by the Trust, such as area-specific events, educational activities, and guided walks. • Contribute to the success of the Trusts 'Wilder' 10 year strategy. • Participate fully in team, department and staff meetings, maintain excellent communication with other staff across the Trust and embody a positive culture of sharing and learning. • Promote the Trust wherever possible, in particular recruiting new members and acting as an ambassador for our vision, values and aims. • Abide by Trust procedures and policies, in particular Health & Safety and Equal Opportunities, Safeguarding & Child Protection and GDPR. • Follow finance policies, processes and procedures • Undertake additional duties commensurate with the post as may reasonably be requested from time to time.

4. JOB SPECIFICATION / SCOPE OF ROLE
<ul style="list-style-type: none"> • 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 will be granted.

Hampshire & Isle of Wight Wildlife Trust
PERSON SPECIFICATION

JOB TITLE	Trainee Ecologist
DEPARTMENT	Ecology Team

Below is the list of experience, knowledge, skills and personal qualities desirable for the above role.

Area A EXPERIENCE
The post holder will be trained within the role but you would be expected to have: <ul style="list-style-type: none">• Experience of undertaking biological surveys.• Some experience of reporting on biological surveys.• Some experience of undertaking practical conservation tasks and working with volunteers.
Area B KNOWLEDGE
The post holder is expected to be: <ul style="list-style-type: none">• Knowledgeable of principals and issues affecting habitat management and species conservation.• Knowledgeable with regards to wildlife legislation, in particular protected species and habitats.• Able to identify common species of UK flora and fauna.
Area C SKILLS
The post holder will need to have: <ul style="list-style-type: none">• Qualified or working towards an academic or vocational qualification in relevant area (e.g. Ecology, Environmental Science).• Strong computer literacy and be an effective IT user in particular with Microsoft Word, Excel and Outlook.• Excellent written and verbal communication and presentation skills.• Strong organisational and prioritisation skills.• Full UK driving licence (essential).
Area D PERSONAL QUALITIES
The post holder is expected to be: <ul style="list-style-type: none">• Interested in wildlife conservation.• Confident in working in and around water, livestock and willing to handle protected species under supervision.• Approachable and have a friendly manner.• Able to work under pressure and to meet deadlines.• High standards of professional and personal integrity.• Able to work closely within a small but very busy team, but also use own initiative.