

**SCOTTISH BADGERS**  
**SPECIES PROTECTION CO-ORDINATOR**  
**PERSONNEL SPECIFICATION AND JOB DESCRIPTION**

**BACKGROUND**

Scottish Badgers has benefited for some years from a dedicated Species Protection Officer (SPO) who has worked to develop the knowledge, skills and experience of our volunteer group. As our volunteer group is now proficient in responding directly to species protection issues, this new role of Species Protection Co-ordinator will focus on supporting and co-ordinating the activities of our volunteers.

For background information on Scottish Badgers, see our website [www.scottishbadgers.org](http://www.scottishbadgers.org)

**GENERAL SCOPE AND CONTEXT**

This post has two main aims; to act as a central point for general enquiries from the public on badger issues causing possible problems, such as presence in gardens, building development, agriculture or forestry; and as a focal point for possible badger-related criminal enquiries.

The activities of the post will include receiving calls from the public, and other agencies, and liaising with the Scottish Badgers membership to deal with calls on the ground; keeping the central database of badger records up-to-date for both setts and road casualties; and reacting to requests from ecological bodies for data on badgers in Scotland.

There will be some scope for fieldwork, but the main emphasis of the job will be as an information hub which is office-based.

In the long-term, the post might/could develop into a wider and different post as the surrounding environment, and government policy, change. The description below is likely to remain relevant for the next three years, although the post is initially for one year.

It would be hoped to bring the successful candidate into post before April 1<sup>st</sup> 2016, in order to overlap with the retiring post-holder.

**LOCATION, PAY AND CONDITIONS**

Scottish Badgers is looking for a person who is self-employed, and will work via a contract for between half-time and full-time on a remuneration to be agreed, paid at a rate between £15 and £20 per. hour dependent on qualifications and experience. Flexible hours will be worked by agreement. The work will be contracted for a year at a time, due to annual funding rounds. The person could be based anywhere in

Scotland, but preferably in the central belt, and will provide their own office services. Necessary travel expenses will be reimbursed monthly. The post will be accountable to the SB Trustees through the Chair, who will be in regular contact.

If the successful candidate is not a current SB Member, or a regular badger volunteer, then immediate training will be offered to take the person through the Scottish Badgers Level 1 and 2 Training.

## MAIN DUTIES

- Keeping and maintaining a data set in relation to badger sightings, sett locations, and reported RTAs (Road Traffic Accidents)
- Keeping and maintaining a data set in relation to reported badger incidents, suspected crimes, and crime investigations in progress.
- Keeping an up-to-date record, in liaison with SB trustees and volunteers, of volunteers trained to both Level 1 and 2, and those suitable to carry out liaison with Police at crime scenes.
- Providing quotes for ecological companies and others for data searches; carrying out requests for data searches; and following up on payments
- Maintaining contact with Government agencies and others in relation to appropriate liaison, e.g. SNH, SSPCA, Police Scotland, in conjunction with SB Trustees
- Disseminating enquiry requests to suitable SB members, and tracking progress, and chasing progress (re. development, crime etc.)
- Maintaining a log book of all requests made for information/enquiries
- Reporting regularly, by arrangement, to the Chair on progress, and to the SBAG (Scottish Badgers Advisory Group) at their quarterly meetings.
- Circulating relevant material, such as press releases, Police Scotland documents, or media articles, via Google alerts, Facebook, Twitter etc.

## PERSONNEL SPECIFICATION

### ESSENTIAL

- High competency in I.T. skills, i.e. database work, internet searching, use of MS Office programmes
- Excellent presentation skills
- High quality written and verbal communication skills
- Ability to work alone and efficiently plan work unsupervised
- Ability to run own administration from a home office base
- Awareness of Scottish Government departments
- Some background, experience, or qualifications in relevant areas such as ecology, biology, or environmental studies

## DESIRABLE

- Experience in work in the Scottish voluntary sector
- Experience in work, whether paid or voluntary, in wildlife, conservation, or the environmental sector
- Preferably experience of work as a self-employed person
- Awareness of the geography and topography of Scotland

Application by c.v., and covering letter (2 pages A4 max.) describing how you believe you fulfil the work requirements. Please send electronically to [info@scottishbadgers.org.uk](mailto:info@scottishbadgers.org.uk) by 5 pm on January 8<sup>th</sup>, 2016

Receipt of applications will be acknowledged