

## **SCOTTISH BADGERS**

**(in partnership with Scottish Wildlife Trust)**

**Title: Project Officer – ‘Earn Your Stripes’ – Building Skills to Champion Wildlife**

### **JOB DESCRIPTION**

**Reports to:** Scottish Badgers Chair and Board of Trustees

**Based at:** Home-based (with extensive travel in and to Glasgow, West Dunbartonshire, and North and South Lanarkshire)

**Works with:** Scottish Wildlife Trust Experience Manager, Falls of Clyde Reserve, New Lanark

**Post Status:** Full-time (35 hours), a three-year project, with initial appointment for 1 year, confirmed after an initial six months

**Salary:** Fixed contract for self-employment – hourly rate £17 - £19 per. hour.  
Employed status negotiable

**Job purpose:** To increase knowledge of wildlife skills, and education and training in them, across various audiences; to plan and deliver either directly, or via NGO partners, a programme of training in skills for the target groups in the project. To recruit volunteers and to establish a programme of volunteering in conservation work, mainly with badgers, across the project area. To deliver high quality training programmes, events and activities, together with SB volunteers, to a range of audiences.

#### **Main responsibilities:**

1. Forming close working relationships with appropriate agencies, both statutory and voluntary, in the project area, serving various client groups of those who are disadvantaged, especially young adults.
2. Recruiting volunteers for appropriate training, and then planning and organising relevant programmes together with partner agencies
3. Management and delivery of project awareness raising, publicity initiatives, and events in the project area. The production of publicity material such as posters and postcards, delivering talks on badgers to various audiences, attendance at various

events etc., and dealing with day-to-day enquiries from the general public and professionals

4. Recruitment and signposting of newly-trained volunteers to appropriate other conservation agencies in central Scotland.

5. To arrange both formal and informal training for volunteers and members as required, and to keep various volunteer groups up-to-date on opportunities in the project area.

6. Production of long-term appropriate material, including a YouTube channel, and teaching packs for young adults, in appropriate media, and to explore new and innovative methods of communication.

7. Add to both the Scottish Badgers website and Facebook page, and to relevant SWT media, as discussed and agreed.

### **Person specification**

#### **Qualifications, experience, knowledge, skills required:**

##### ***Qualifications***

Educated to degree standard.

Desirable - a qualification in a countryside or conservation-related topic, preferably a degree in biology, ecology or environmental studies

##### ***Experience***

###### **Essential**

Either paid work experience, or volunteer experience, in working with and managing volunteers, preferably in conservation or wildlife work

Work or volunteer experience in managing projects, even small ones, and the experience of working in teams and delivering agreed results

###### **Desirable**

Experience of working directly with young people, and people with disability in wider age ranges.

Experience in working with British mammals, with badgers specifically useful

Record-keeping for a major funder of ongoing costs etc.

##### ***Knowledge***

###### **Essential**

Knowledge of the Scottish voluntary sector

Current Social Media

### **Desirable**

In-depth knowledge of badger biology/ ecology, badger surveying, badger legislation and badger problems, and appreciation of wider conservation knowledge

Knowledge of funding practices, and awareness of Heritage Lottery Fund administration would be an advantage

### **Skills**

#### **Essential**

Excellent project management skills: the ability to plan/ implement a range of projects simultaneously

Ability to use MS Word, MS Excel and Powerpoint, the ability to use mapping and desktop publishing software is desirable. Extensive use of the internet, and use of social networking sites, especially Facebook and Twitter.

The ability to work well with a variety of differing people, from new volunteers to professionals

#### **Communication**

Good report writing skills

Good oral communication skills: ability to communicate with a range of audiences, ability to diffuse situations with tact and diplomacy

Good presentation skills: ability to produce and deliver high-quality presentations to a range of audiences.

Experience of stand-up training, and a range of training techniques