



Head of Biodiversity (Maternity Cover) Full-time

Job Description

Background

The Bat Conservation Trust (BCT) is proud to be the leading non-governmental organisation devoted solely to the conservation of bats and their habitats. BCT's vision is a world rich in wildlife where bats and people thrive together. Our mission is to secure the future of bats in a changing world. Through education, collaborative action and scientific research, we inspire individuals and organisations to value and speak out for bats.

BCT's strategic aims are:

- Discover: To ensure scientific evidence is in place to support bat conservation
- Act: To secure and enhance bat populations and their resilience in a changing world
- Inspire: To win the levels of support required to secure and enhance bat populations
- Strengthen: BCT to achieve financial stability and sustainable staff workloads. Staff and volunteers are motivated and well led.

BCT's core expertise includes: biodiversity delivery (an experienced lead partner for several bat species in the UK Biodiversity Strategy); the National Bat Monitoring Programme (coordinating more than 2000 volunteer surveyors each year); delivering advice about bats (through the National Bat Helpline and through long-term partnerships with the statutory nature conservation organisations); training professionals and volunteers; and engaging and educating wider audiences.

BCT's head office is in Vauxhall, London and we have offices in Wales and Scotland as well as some remotely based staff.

Purpose of the job

1. To direct and co-ordinate the Bat Conservation Trust's (BCT) Biodiversity Team.
2. To maintain BCT's authority as the UK's leading bat conservation non-government organisation (NGO).

Roles and responsibilities

1. Biodiversity Overview

- Programme Management – Responsibility for the development and management of the biodiversity work programme to deliver BCT’s strategic objectives and national biodiversity targets.
- Expertise – Work with Director of Conservation to ensure internal and external technical guidance remains of a high standard.
- Work with the Director of Conservation to develop new partnership projects and introduce innovative, cost effective methods for conserving bats.

2. Influencing/Lobbying

- Provide expert technical advice to BCT staff and external contacts seeking input on the development and implementation of guidance.
- Represent BCT on conservation issues, attend conferences/events and give presentations to a variety of audiences including the media.
- Develop and manage partnerships with bat experts, other biodiversity NGOs and government agencies.
- Provide expert advice on relevant government consultations.
- Work with Director of Conservation and the Species Legislation and Policy Officer to influence the development and implementation of policy and legislation affecting bats.
- Ensure BCT has a clear voice in the UK Biodiversity and Planning process.

3. Implementation

- Write and develop funding proposals in collaboration with Director of Conservation and fundraising team, and manage projects which deliver the biodiversity work programme and other BCT strategic objectives.
- Develop and implement discreet biodiversity projects/contracts where these fit with BCT strategic priorities.
- Promote high professional standards and good practice for bat related issues, e.g. surveying, mitigation and enforcement methods.

4. Programme management

- Work with Director of Conservation to develop best practice work and biodiversity targets and to manage professional standards and best practice work including the Species Conservation Plans, Built Environment Project, Investigations Project, Planning Project and Woodland Project.
- Oversee the financial management of the built environment, planning, investigations, biodiversity and woodland projects to agreed budgets.

Working relationships

Inside the organisation

Line managed by the Director of Conservation. Working closely with conservation, science and policy colleagues. Directly responsible for the Built Environment Officer, Partnership for Biodiversity in Planning Project Officer, Conservation Wildlife Crime Officer and Woodland Officer.

Outside the organisation

A key contact with a wide range of BCT partners including government agencies, non-government organisations, professional bodies and industry.

Report to BCT’s biodiversity funders (Esmee Fairbairn Foundation and Natural England); co-ordinating and supporting bat expert action and advice; networks with other biodiversity stakeholders.

Other relevant factors to the job

Compliance with BCT's Staff Handbook policies, including Green House Keeping and Health and Safety. Responsible for managing and planning own time. Occasional long distance travel and staying away from home overnight.

Salary

The salary is in the range of £30,000 to £33,500 depending on experience of people and project management.

Length of post

This is a maternity-cover contract, which is expected to last for one year. The exact length of the fixed term contract will be in accordance with the duration of the maternity leave. There is an initial three month probationary period with one week's notice, followed by two months' notice.

Holiday

25 days annual leave plus bank holidays (33 in total), pro rata for term of contract if less than 1 year)

Benefits Package

BCT offers Childcare Vouchers, Cyclescheme and an Employee Assistance Programme which you may join after satisfactory completion of a probation period.

Pension

BCT will automatically enrol you into a Group Pension Plan after you have been employed by BCT for three months. Currently, employee and employer contributions are 3% (minimum) and 3% respectively. Pension contributions will be reviewed and increased in line with pension reform legislation (employer contribution rising to 4% from April 2018).

Usual hours of work

9am-5.30pm including one hour for lunch. There will be some evening and weekend work for which time off in lieu is given, although not necessarily on a one for one basis.

Place of work

The Bat Conservation Trust offices in Vauxhall London with frequent travel in the UK. There may also be opportunities for working from home (maximum 1 day per week) for candidates who can demonstrate they can manage the role effectively this way.

Person Specification

This section details the experience, competencies, and knowledge and personal qualities we are looking for.

Quality	Essential	Desirable
Experience	<p>Experience of working in the biodiversity field</p> <p>Experience of managing projects including high level report writing</p> <p>Experience of building effective relationships and networking</p> <p>Experience with bat conservation</p> <p>Experience of working in the environmental sector</p> <p>Experience of planning, licensing or environmental consultancy advice</p> <p>Line management experience</p>	<p>Experience of public speaking</p>
Knowledge	<p>Good understanding of bat biology and conservation requirements</p> <p>Knowledge of planning, legislation, licensing, mitigation and policy in relation to protected species, in particular bats</p> <p>An understanding of the perspective of ecological consultants</p> <p>Degree relevant to the post or equivalent work experience</p>	<p>Higher degree relevant to the post</p> <p>Knowledge of bat groups and the volunteer network</p> <p>Licensed bat worker</p> <p>Knowledge of the UK Biodiversity Strategy</p>
Competencies	<p>Excellent communication and interpersonal skills with a good standard of written and spoken English</p> <p>Excellent at relationship building, able to network with bat experts, partner organisations and government agencies</p> <p>Excellent project management skills</p> <p>Strategic planner</p> <p>Good organisational and self-management skills and the ability to plan and meet deadlines are essential</p> <p>Ability to multi-task and work under pressure</p> <p>A high level of self-motivation and self-reliance. Works well independently and as part of a team</p>	<p>Good campaigning and influencing skills</p> <p>Understanding of GIS systems and their application in the field of conservation</p>

	<p>Able to be an authority on bat conservation issues</p> <p>Proficient in Microsoft Office Programmes</p> <p>Professional approach to work</p>	
Personal Qualities	<p>Confident</p> <p>An influencer, able to inspire others and so make a real difference on behalf of bats</p> <p>Able to adapt approach to different working styles</p> <p>Self-assured</p> <p>A good team player who puts people at ease and is friendly, tactful and self-confident with a good sense of humour</p>	