

Bat Conservation Trust



National Bat Monitoring Programme Survey Coordinator/Survey Manager (part time - maternity cover)

(Title depending on experience and level of appointment)

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 conserve bats for present and future generations. 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.

The National Bat Monitoring Programme (NBMP)

The Bat Conservation Trust has been running the NBMP since 1996, making it the longest running multi-species monitoring programme for mammals in the UK. The NBMP currently produces statistically robust population trends for 11 of the UK's 17 breeding bat species. Since 1996 more than 3500 volunteers have taken part in our surveys at over 6800 roost or field sites around the UK. The NBMP uses three survey methods:

- Field surveys with bat detectors
- Hibernation site surveys
- Summer maternity colony counts

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BCT is working towards further research so bat species and trend data can act as indicators of environmental quality, and aims to expand the programme to deliver sufficient sample sizes to report at a local level for all species surveyed.

Purpose of the job

- To work with the Monitoring Manager and Acting Survey Manager to manage and administer the National Bat Monitoring Programme (NBMP) on a day-to-day basis to ensure the smooth running of the programme.
- To provide an efficient service to volunteers taking part in the National Bat Monitoring Programme, through liaison with volunteers, maintenance of the volunteer database, provision of support material for surveys, input of returned data and general project administration.

Roles and Responsibilities

1. Project management and volunteer support

- Contribute to NBMP project planning
- Co-ordinate and support the activities of volunteers participating in the NBMP
- Implement the volunteer recruitment and development plan
- Undertake data input and database management and maintenance
- Produce database queries, undertake data analysis, produce maps and input into project reports as required.
- Research and test bat detectors and call analysis software
- Recruit, supervise and train interns.
- Coordinate the NBMP *Baton Passing Scheme*.
- Work with NBMP trainers to organise training workshops
- Coordinate and edit the Bat Monitoring Post e-bulletin
- Other tasks as required

2 Reporting

- Contribute to reporting to BCT trustees and NBMP funders.

3. Promoting the NBMP

- Produce articles for publication, including in BCT publications
- Contribute to and implement the NBMP social media strategy

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Working relationships

Inside the organisation

Reports to Monitoring Manager

Supervises NBMP Interns

Close contact with Acting Survey Manager

Outside the organisation

Regular contact with the volunteer surveyors, volunteer trainers, Bat Groups and NBMP steering group members (JNCC, NE, NRW, SNH, DENI, Defra).

Usual time of work

This is a part-time post for four days a week, 9am – 5.30pm including one hour for lunch (30 hours per week).

There may be occasional evening and weekend work for which time off in lieu is given, although not necessarily on a one for one basis.

Other relevant factors

Compliance with BCT's Staff Handbook policies, including Green Housekeeping and Health and Safety.

Salary

The pro rata salary will be £15,210 - £17,360 depending on experience (full time equivalent is £19,013 – £21,700).

Length of post

This is a maternity-cover contract that is expected to last until mid-August. The exact length of the fixed term contract will be in accordance with the duration of the maternity leave. There is an initial one month probationary period with one week's notice, followed by one month's notice.

Holiday

25 days annual leave plus bank holidays (33 in total), which is 20 days (including bank holidays) pro rata.

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.

Place of work

The main BCT office in Vauxhall, South London.

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Person specification

This section details the experience, competencies, knowledge and personal qualities desirable for the post.

Quality	Essential	Desirable
Experience	<p>Experience of managing data</p> <p>Experience of producing high quality reports and/or publications</p> <p>Experience of managing volunteers</p> <p>Experience of social media tools such as Twitter and Facebook</p>	<p>Experience of project management</p> <p>Experience of managing budgets</p> <p>Experience of using an Access database, including writing database queries</p> <p>Experience of website maintenance</p> <p>Experience of public speaking</p> <p>Experience of organising events</p> <p>Experience of delivering training</p>
Knowledge	<p>Degree level or equivalent qualification</p> <p>Knowledge of bat ecology and UK wildlife conservation</p> <p>Knowledge of standard Microsoft software packages including Word and Excel</p>	<p>Knowledge of bat survey techniques</p> <p>Knowledge of the National Bat Monitoring Programme</p>
Competencies	<p>Good standard of written English</p> <p>Dealing promptly and sympathetically with people by telephone and mail</p>	
Personal qualities	<p>Excellent time management skills and the ability to deliver material to tight deadlines</p> <p>Excellent organisational skills</p> <p>Ability to work as part of a team</p> <p>Ability to work with on own initiative with minimal supervision</p> <p>Good attention to detail</p> <p>Commitment to wildlife and environmental issues</p>	