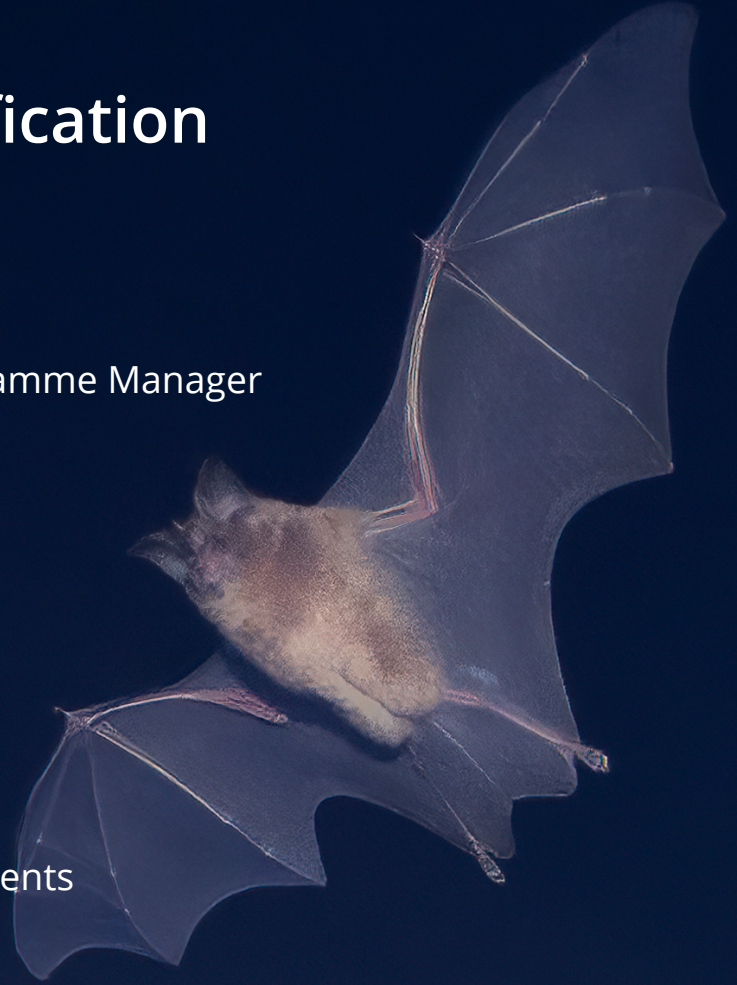


## Person and Job Specification

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**Closing date for applications: 17:00 Friday 4 February 2022**



## 1 Purpose of the role of the Bat Programme Manager in Vincent Wildlife Trust.

The key purpose of the role is to draw together our in-house talented scientists, along with stakeholders from universities and partner NGOs to identify conservation problems, develop and test solutions, and deliver projects that have a measurable real-world impact. Vincent Wildlife Trust (VWT) has a strong ethos of innovation and creativity, essential qualities in the person leading our bat conservation and research programme.

Please read all of the pack information that follows. If you are interested in this position, further information on timing and the application process is found at the end of this job pack.

## 2 Background to Vincent Wildlife Trust

Vincent Wildlife Trust is a specialist mammal research and conservation charity, working on rare bats and threatened carnivores. We are a science-led organisation, developing evidence-based conservation interventions to address issues affecting our priority species and then delivering those interventions through practical on-the-ground conservation projects.

We work closely with universities, co-funding and supervising PhD projects, and with partner NGOs, where synergies in our aims allow us to deliver over and above what we could achieve on our own.

Our Head Office is near Ledbury in Herefordshire where nine of our team are based. The rest work from home offices, including two in the Republic of Ireland. Although most of our work is focused in Britain and Ireland, we have a broader European remit and a particular interest in threatened mammal populations in eastern Europe.

VWT has a financially secure base derived from a substantial endowment from our late founder, Vincent Weir. Funding from our investments is supplemented through grants, donations and specialist contract work that we undertake for government bodies and NGOs.

VWT has strong governance and leadership and a clear direction to increase the impact and geographical scope of its operations through its 2020-30 Ten-Year Strategy.

More information is available on our website [www.vwt.org.uk](http://www.vwt.org.uk)

### 3 Our Work on Bats

Over the past 35 years, VWT has built a strong reputation in the field of bat conservation and research. Our research into the ecology of greater and lesser horseshoe bats in the 1990s has underpinned conservation efforts for these species since, both at a roost level and in the wider landscape. The greater understanding of the roosting requirements of horseshoe bats gained through this research has enabled the Trust to set up a network of bat reserves in Britain and Ireland. The adaptation and enhancement of these reserves has become a benchmark for securing the roosts of these species, not only in Britain and Ireland but also in a wider European context. Our horseshoe bat reserves are a valuable resource to the Trust, not only as exemplars from which others can learn but they also allow us to carry out small-scale, targeted research projects. We recognise that securing roosts is just one aspect of the broader conservation of horseshoe bats and that wider landscape issues are equally important. The findings of our research on habitat use by these species informs our own landscape-scale habitat enhancement projects and enables us to offer advice to similar projects run by others.

Alongside our work on horseshoe bats, the Trust has also prioritised the rare tree bats. In the late 1990s, we carried out the first radio-tracking study in the UK researching the habitat preferences of Bechstein's bat. This led to the first conservation recommendations for this species, with these forming the basis for further work both by universities and other NGOs. We also carried out the first widescale acoustic survey for barbastelle, identifying woodlands being used by maternity colonies of the species. Both of these pieces of work helped to initiate wider conservation actions for these two species.

The Trust continues to target research on Bechstein's bat and barbastelle where it sees evidence gaps in their conservation biology. The Trust also delivers its conservation objectives through longer-term studies, particularly through the support of doctoral and post-doctoral research carried out in partnership with universities in Britain and Ireland. Our level of engagement with these projects ranges from financially supporting aspects of the research to full partnerships where VWT provides 50% funding and our staff co-supervise PhD students. The Trust currently has two PhD research projects on bats. One is focused on researching landscape-scale conservation of the barbastelle in Britain and the second is using the Motus system to track fine-scale movements of bats in relation to transport infrastructure. Both these projects are based at the University of Sussex.

Although most of the Trust's work is currently focused on Britain and Ireland, we also work in mainland Europe with links to research institutions and other mammal NGOs on the continent where our level of engagement varies from simple information exchange, through fact finding visits and two-way study tours, to full research projects. We are currently researching the ecology of Kolombatovići's long-eared bat, a species generally restricted to the coastal areas and islands of the Balkan peninsula. We are also developing novel survey techniques for medium-sized horseshoe bats in eastern Europe.

## 4 Job Description

<b>Starting Salary</b>	£32,000 per annum
<b>Location of Job</b>	Split between Bronsil Office near Ledbury and Home Office as required to meet the needs of the role and team
<b>Responsible to</b>	Head of Conservation
<b>Responsible for</b>	Two Bat Conservation Officers
<b>Job Purpose</b>	To lead the development and delivery of VWT's Bat Programme in line with the Trust's Ten-Year Strategy

### Main Duties

- To lead the delivery of VWT's Bat Programme, developing and overseeing projects.
- To manage the Trust's greater and lesser horseshoe bat reserves in England and Wales and liaise with staff in Ireland to ensure a consistent approach to bat reserve work across all of VWT's reserves.
- To contribute to the development of the Trust's overall conservation plan.
- To line manage and develop the Bat Team.
- To manage the Bat Team budget, including development of an annual budget for the Finance Manager and day-to-day management of project and team budgets.
- To research and apply for relevant funds and when funds are secured, to contribute to funder relationships and provide information, reports and attend meetings as required.
- To manage and develop our stakeholder network in relation to the Bat Programme, and further expand the Trust's positive reputation as bat specialists.
- To ensure VWT intelligence on bat conservation issues is current and to co-ordinate the development of individual and collective knowledge, as well as advocate knowledge sharing with key players.
- To draft and issue relevant position statements and responses to consultations which represent and promote VWT's position on bat conservation issues to external audiences.
- To ensure that bat data and knowledge is suitably protected and that VWT intelligence is clearly acknowledged and owned by the Trust.
- Working with VWT's Science and Research Team to publish results of VWT's bat conservation work in peer-reviewed scientific journals and reports.
- To collaborate with the Trust's Communications Team and to act as a Trust spokesperson on Bat Programme matters for the media or at events.
- To write copy for VWT publications, publicity and marketing material.

## Other Duties

### Office, Training and Personnel

- To attend training courses that further the Trust's and personal development needs.
- To be familiar with and abide by the Trust's policies and procedures.
- To provide training and/or mentoring to staff and volunteers.

### General

- Carry out other duties appropriate to the role as required by the Trust.
- Present a friendly and a professional personal manner.
- Keep Health and Safety matters as the overriding determinant at all times and in all circumstances.

## 5 Training and Development

As part of its commitment to investing in its people, VWT trains and supports its staff in the delivery of their duties. Advice will be given in drawing up a personal development plan and all suggestions considered according to resources available and the overriding priorities of the Trust.

## 6 Outline Conditions

This post is full time (40 hours per week). Our normal office hours are 9am to 5.30pm with appropriate breaks. Flexible working is permissible in agreement with the Line Manager. Field working hours may require work outside of office hours and should these hours extend beyond normal daily working hours, staff will be expected to take Time Off In Lieu. Business travel and overnight stays will be required at times for which travel and subsistence expenses will apply according to the Trust's current policy.

All staff are required to work within the policies and procedures of the Trust, to work harmoniously with each other and to provide appropriate assistance and advice to colleagues when desirable for the effective undertaking of their respective responsibilities, and to undertake other duties appropriate to the post as delegated by their Line Manager.

A willingness to be flexible about working arrangements and to provide occasional cover for absent staff is desirable in order to maintain organisational effectiveness.

## Benefits Package

VWT offers a qualifying workplace pension scheme with Aviva which the post holder may request to be enrolled in from day one, though employer contributions would not be payable until a three-month probationary period is complete. An enhanced workplace pension scheme, also with Aviva, is available and matches personal contributions of 4% of staff salaries with an additional employer contribution of 7% after a qualifying period of three months.

VWT also provides life assurance after one year's service. The post holder is entitled to 25 days' paid leave per year in addition to public holidays.

## Value Statement

The Trust expects its staff to carry out their duties in a way which consistently exceeds the regulations and expectations of society at large in matters legal, ethical and environmental. Our aim is to ensure all resources are utilised effectively and efficiently. You will be expected to apply sound value for money principles in undertaking purchasing or supply of goods and services. The Trust will ensure that its staff receive appropriate training and development based on a documented personal annual appraisal.

## 7 Ideal Candidate Profile

VWT is looking for a highly skilled and strategic scientist and leader, with strong interpersonal and management skills.

### Qualifications

A Master's degree (or equivalent) in biological sciences, wildlife conservation or a related discipline.

### Experience and Skills Essential

- An excellent team leader – experience of motivating and inspiring a team to deliver positive conservation outcomes.
- Experience and knowledge of bat conservation and research, and hold appropriate bat licences.
- Excellent interpersonal and communication skills, both oral and written, ensuring positive engagement with a variety of stakeholders from the general public to specialist media.
- IT competent.
- Full UK Driving Licence.
- At least two years' experience of successfully managing conservation projects (delivery, budgeting, and reporting).
- Experience of successful networking to develop contacts and opportunities for significant benefit to the organisation.

### Experience and Skills Desirable

- Experience of working in the charity sector.
- Experience of managing multi-partner, multi-funded conservation projects.
- Experience of working with the media.

## Personal Qualities

- A demonstrable commitment to and enthusiasm for wildlife conservation.
- An outgoing and self-motivated individual with initiative, ambition and drive and the personal qualities to become an ambassador for VWT.
- A positive 'can do' attitude.
- Well-organised with good attention to detail.
- The candidate should adhere to defensive driving practices.

The job may be physically and mentally demanding at times with an element of lone working and, occasionally, long days of fieldwork.

## 8 Office Location and Travel Requirements

The Bat Programme Manager post is split between the Bronsil Office, near Ledbury, and the Home Office as required to meet the needs of the role and team. A company car will be provided by the Trust (essential for this post) which will be subject to Benefit-in-Kind (BIK) tax. VWT will pay vehicle excise duty, insurance and maintenance expenses, as well as fuel for business purposes. The value, make and model of the car that is provided is entirely at the discretion of VWT. The post holder will be expected to adhere to The Company Policies in relation to vehicles and driving.

## 9 Applying for this post

If you feel you meet the job specification and job requirements, you are welcome to apply. Applications must be made using the application form provided. We are happy to receive additional information, for example a CV, but the application form must be completed thoroughly and not include 'Refer to CV' as the only answer in the question boxes.

**Deadline for applications is 17:00 on Friday 4 February 2022**

by email to [helenhenderson@vwt.org.uk](mailto:helenhenderson@vwt.org.uk) or by post to:

**Vincent Wildlife Trust, 3-4 Bronsil Courtyard, Eastnor, Ledbury, HR8 1EP**

First interviews are planned for **Wednesday 16** or **Thursday 17 February 2022** and will be held in person at our Bronsil office (or via video conferencing if required). Second interviews are planned for **Wednesday 23 February 2022**. Full details will be confirmed ahead of the interview date. If you do not hear from us by 8 February 2022, please assume that you have not been successful on this occasion. We do not send out rejection letters and do not have the resources to provide feedback for unsuccessful applicants.

@Vincent Wildlife Trust

3-4 Bronsil Courtyard, Eastnor, Ledbury, Herefordshire HR8 1EP | 01531 636441 | [enquiries@vwt.org.uk](mailto:enquiries@vwt.org.uk) | [www.vwt.org.uk](http://www.vwt.org.uk)

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