

## Job Description and Person Specification

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**Deadline: Midnight on Sunday 2 June 2024**



## 1 Applying for this post

**Please read all the pack information that follows.**

If you feel you meet the job specification and job requirements, we would love you to apply. Applications must be made using the application form provided. Additional information can be submitted, 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 Midnight on Sunday 2 June 2024**

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

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

Interviews are planned for the week commencing **Monday 10 June 2024** and will be held in person at our **Bronsil office**. Full details will be confirmed ahead of the interview date. If you do not hear from us by 14 June, please assume that you have not been successful on this occasion.

**For questions about the role and contract, please contact**

**Daniel Hargreaves, Bat Programme Manager** [daniel.hargreaves@vwt.org.uk](mailto:daniel.hargreaves@vwt.org.uk)

## 2 Background to Vincent Wildlife Trust

VWT has been a key player in research-led conservation of a range of threatened mammal species for more than 40 years. We develop and deliver evidence-based conservation interventions to support the recovery of mammal species. 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 work is published through peer-reviewed scientific journals and our own in-house conservation handbooks and literature.

We have 38 reserves for the greater and lesser horseshoe bats, and these buildings now support around 50% of Britain's greater horseshoe bats and also a significant proportion of our lesser horseshoe bats. We continue to use them as a resource for showcasing best practice in roost design and enhancement.

We have a secure financial base, with a turnover of c.£1 million and funding from grants, donations and investment drawdown. External funding has enabled us to embark on new flagship projects, including the nationally important Pine Marten Recovery Project. VWT has 23 staff who work alongside around 300 volunteers. Our Head Office is near Ledbury in Herefordshire where ten of our team are based. The rest work from home offices in England, Scotland, Wales and the Republic of Ireland.

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

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

### 3 Our Conservation Work

For the past 40 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 wide-scale acoustic survey for barbastelle to identify 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 50% funded PhD research projects on bats – the first researching the Motus system to track fine scale movements of bats and a second one looking at whether we can guide bats through the environment using lighting, acoustic lures and deterrents, as well as examining the possibility of attracting them into new roosting structures using sensory cues.



## 4 Job Description

Starting Salary	£28,000 to £33,000 per annum, dependent on experience
Length of Post	Initial full-time, fixed term contract of 15 months from 1 July 2024 to 30 Sept 2025 (with possibility of extension to a full-time, permanent role)
Location of Job	Bronsil HQ Office near Ledbury, Herefordshire HR8 1EP. Part hybrid/home working may be discussed with the Programme Manager.
Responsible to	Bat Programme Manager.
Responsible for	Volunteers and student work placements on an ad hoc basis.
Job Purpose	To support the Bat Programme Team in developing and delivering the Bat Conversation and Research Strategy.

### Main Duties

- To assist the Bat Programme Manager in the delivery of the Trust's bat projects through both administrative activities and in the field.
- To assist the Bat Programme Manager to develop new projects and to lead on allocated projects, following good project management practice.
- To manage the bat reserves allocated to you and ensure the upkeep and monitoring is carried out in accordance with the reserve management plan. Regularly update the reserves portfolios with site contact information and history.
- To rigorously test the Trust's conservation interventions and scientific data and, where appropriate, prepare both general and scientific publications or reports.
- To organise fieldwork for projects, including the co-ordination and briefing of volunteers/staff and providing necessary maps, equipment and materials.
- To support the VCEO with co-ordinating the activities of volunteers assisting in the maintenance and monitoring of the Trust's network of bat reserves.
- To liaise with and monitor contractors, including their contractual Health & Safety obligations, with regards to development, building or other works at bat reserves.
- To develop and deliver training materials for the Trust's training and advocacy work.
- To attend events and conferences representing the Trust, and promote projects and programmes, including liaison with the media, as directed.
- To undertake fundraising activities and administration to support the Trust's bat work.
- To promote the bat programme through social media, in liaison with the Trust's Communications Team.
- To monitor and adhere to project budgets as directed by the Bat Programme Manager.

### Other Duties

- 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.
- Contribute to a culture that values and prioritises Health and Safety matters.
- Present a friendly and professional manner including representing VWT with external partners.

## 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 (37 hours per week). Our normal office hours are 9am to 5pm (Mon-Thurs), 9am to 4.30pm (Fri) 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 (TOIL). 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 (or defer till month 4). Personal contributions of 4% of staff salaries are added to employer contribution of 7%. VWT also provides life assurance with an Employee Assistance Package (EAP) after one year's service. VWT branded work wear and PPE is provided. The post holder is entitled to 25 days' paid leave per year in addition to public holidays. There is free parking at the Bronsil headquarters.

### Value Statement

The Trust expects its staff to carry out their duties in a way that 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 candidate with a demonstrable commitment and enthusiasm for bat conservation, and an enthusiastic, outgoing, and self-motivated individual with initiative, ambition and drive.

### Qualifications

A **qualification** in biological sciences, wildlife conservation or a related discipline.

### Experience and Skills Essential

- A demonstrable commitment to wildlife conservation
- Project management skills
- IT competent (Office 365) and familiarity with mapping and datasets
- Experience of bat surveys and monitoring; including bat handling and acoustic surveys
- Good communication skills and the ability to produce written materials for a range of audiences
- Full, valid UK driving licence
- A Bat Licence Class 2

### Experience and Skills Desirable

- Bat licence Class 3 or 4 or conservation project licence
- Experience of managing volunteers
- Experience of budget management
- Fundraising experience

### Personal Qualities

- A demonstrable commitment to and enthusiasm for wildlife conservation.
- An outgoing and self-motivated individual with initiative, innovation and drive, and the personal qualities to become an ambassador for VWT.
- A positive 'can do' attitude with excellent problem-solving abilities.
- Well-organised with good attention to detail, able to plan and prioritise own work to meet deadlines and complete work to time and budget.
- Committed to self-development, keeping relevant skills and knowledge up to date.

## 8 Equity, Diversity and Inclusion

Vincent Wildlife Trust values diversity and is committed to supporting an inclusive culture. We want our staff to feel comfortable to be themselves. We aim to provide an environment where everyone, regardless of background or characteristics, can develop their full potential.

To help us monitor our recruitment process to ensure they meet our Equal Opportunities Policy, all applicants are requested to download and complete our Diversity Monitoring form. Please return this with your completed Application Form.