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| JOB DESCRIPTION |

**JOB TITLE: Data for Nature Volunteer Officer**

**JOB NUMBER: DATE:**

**RESPONSIBLE TO:** Senior Data Management and Monitoring Officer

**RESPONSIBLE FOR:** Data for Nature Volunteers

###### OVERALL PURPOSE OF JOB

Support the Data Management and Monitoring Officer by leading the development of a trained volunteer network to collect ecological data across the Trust’s Nature Reserves.

### **MAIN RESPONSIBILITIES**

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| * Devise and deliver a plan to establish a small network of committed skilled ecological data collection volunteers to support the Trust’s ecological monitoring across its Nature Reserves. Ensure the volunteer role is clearly defined and will meet the needs and requirements of the Data for Nature project.
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| * Work with the Communications Officer and Senior Admin Officer (HR) to attract/recruit volunteers to the Data for Nature Project as well as piloting ways, for example through social media, to develop the group and increase retention.
* Develop a Welcome pack and appropriate materials to brief volunteers on the Trust and the Data for Nature project.
* Develop and deliver a training programme for volunteers that increases their data collections skills within the ecological data management system and monitoring framework being developed within Data for Nature. Draw on ecological specialists to deliver training – alongside staff if appropriate.
* Develop and deliver a range of training materials, handouts etc to support volunteers in carrying out monitoring activity. Ideally develop online forms and utilise existing apps and recording software to make use of learning from elsewhere.
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| * Develop and deliver a programme of activities to support and enthuse the Data for Nature volunteers including celebration events, feedback on the impact of their contribution, socials, personal development plans etc as required.
* Ensure all volunteers have adequate PPE and are supplied with the surveying equipment they need
* With the Data for Nature Project officer, ensure data agreements in relation to ownership and use are in place with all volunteers
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| * With the HR Senior Admin Officer, ensure all Data for Nature volunteers take part in relevant Trust induction training, complete personnel forms and adhere to relevant Trust policies and procedures eg health & safety, safeguarding, biosecurity.
* Contribute to generally improving the volunteer experience within the Trust.
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| * Carry out appropriate risk assessment of activities, site, tools, machinery and practical tasks for volunteers engaged in monitoring, keeping accurate records of attendance.
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| * Assist the Data Management and Monitoring Officer in the preparation of financial and project progress reports to meet the requirements of HLF or other funders, especially volunteer numbers, hours, trained etc.
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##### General Duties

* Work to and promote the Trust’s Charitable Objectives, Strategy, policies and procedures, including the Trust’s culture statement
* Where appropriate, promote membership of the Trust
* Present a professional image of the Trust at all times
* Undertake any other duties, as requested, in line with the level and nature of the post and the aims of the Sheffield and Rotherham Wildlife Trust.

# DETAILS OF EMPLOYMENT

**Salary:** 0.5FTE (Project Officer Grade 1)

**Pension:** Entry to the Trust's stakeholder pension scheme is available immediately, with an entitlement to a 1% employer’s contribution from 3-6 months, and then an entitlement to a 9% employer's contribution after successful completion of a 6-month probationary period.

**Working Hours:** The working week for this post is 18.5 hours, exclusive of lunch breaks. The post will involve some evening and weekend work for which time off in lieu (TOIL) can be taken. Flexi-time does not apply although informal arrangements can be made at the Chief Executive’s discretion (and most reasonable requests for non-standard working arrangements can be accommodated within the Trust’s policy on TOIL, and are given positive consideration).

**Location:** Sheffield & Rotherham Wildlife Trust Headquarters, Victoria Hall, 37 Stafford Road, Sheffield. This is accessible by bus services.

**Probationary Period:** All new employees are required to undertake a period of probation for 6 months, in which they will be expected to establish their suitability for the post**.**

**Annual Leave:** 20 days a year pro rata plus bank holidays pro rata and 3 additional days to cover the period between Christmas and New Year when the office is closed.

**Length of Contract:** The post is for a 15 month fixed-term contract

**Transport provision:** Trust staff are required to use public transport wherever practical. (Please read SRWT environmental policy for further guidance). A pool of vehicles is provided for use, when necessary.

**Equal Opportunities:** Sheffield and Rotherham Wildlife Trust is striving to be an equal opportunities employer and selection of applicants is based on merit. Please refer to the enclosed policy document for further details.

**DBS Disclosure:** This post may be subject to an enhanced DBS Disclosure.

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| PERSON SPECIFICATION |

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| Area A EXPERIENCE |

* At least 2 years’ experience in recruiting, co-ordinating, managing and developing volunteers
* Experience of ecological data collection and its application to nature conservation, including generating stories and communications to galvanise further volunteer support
* Devising and delivering high quality training activities for volunteers, ideally in surveying and recording techniques
* Working with apps and mobile technology and other innovative approaches to engage people in ecological data collection, surveying or wildlife identification

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| Area B KNOWLEDGE/QUALIFICATIONS |

* Degree/equivalent qualification in ecology, conservation or related discipline
* Excellent knowledge of tools and techniques to manage and retain volunteers
* Excellent knowledge of wildlife, ideally with good ID skills in a number of taxa
* Good knowledge of a range of environmental recording, survey activities and techniques that can be used by volunteers with different skill levels
* Good knowledge of health and safety principles and procedures on site
* A full driving license or means to travel as required for this post
* First Aid qualification – preferably in outdoor setting

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| Area C SKILLS |

1. Ability to enthuse, train, motivate and develop volunteers
2. Good general wildlife ID skills and ability to pass on tools and techniques to others
3. Excellent communication skills – especially when leading volunteers and recruiting potential new volunteers
4. Practical IT skills eg Microsoft Word, Excel & PowerPoint and relevant data software

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| Area D PERSONAL QUALITIES |

* Highly motivated and enthusiastic with an ability to enthuse and motivate others.
* Tactful and diplomatic; respectful of others both within and external to the Trust
* Committed to nature conservation and the work of the Wildlife Trust
* Willingness to work in the evenings and at weekends