



**Job Title:** Biodiversity Assistant

**Location of Job:** Carshalton, South London

An exciting volunteer opportunity has arisen with Sutton Nature Conservation Volunteers (SNCV) and Sutton Council's Biodiversity Team. This trainee position is an excellent opportunity for a motivated individual with a keen interest in nature conservation to gain further valuable experience in working towards a career in this competitive sector.

The successful candidate will be supporting the SNCV and Biodiversity Team in the day-to-day running of Sutton's nature reserves. The candidate will assist with and lead on practical volunteer days, as well as surveys and monitoring of local wildlife. The Biodiversity Assistant will be involved in engaging the public with the work undertaken by the SNCV and Biodiversity Team; which includes writing regular blog posts and managing social media sites, as well as assisting with environmental events.

The ideal candidate should have a proven interest in nature conservation and a desire to learn new skills. Relevant and appropriate training will be provided. Candidates need to be self-motivated to deal with the busy workload and simultaneous tasks of this role.

This role is a voluntary position but travel expenses will be paid (off-peak 1-6 travelcard or equivalent expenses), as well as any relevant training courses (i.e. first aid, use of power tools, species identification skills). There is no accommodation, so candidates must be within easy reach of South London.

Due to the nature of the role, it is **essential** that candidates have previous experience of undertaking ecology and conservation and a sound understanding of ecological principles. A minimum of 6 months

previous practical habitat management experience and some organising and leading on volunteer task days would be expected from the successful candidate to be able to rapidly improve their skill base.

### **Hours required:**

The successful candidate should be able to commit three days a week for 6 months, as a minimum. Candidates must be able to commit to either a Tuesday or Thursday task day, but there is flexibility around the other days. The role involves supporting and running weekend and evening events, as necessary. Remote and flexible working are also (potentially) available.

### **Main Duties:**

- Assisting with habitat management on nature reserves across the London Borough of Sutton
- Organising and leading volunteer task days
- Writing regular blog posts and managing social media accounts
- Assisting with surveys and monitoring of local species,
- In-putting survey data and performing basic analyses
- Maintenance tasks, such as maintaining the tools and workshop
- Assisting with the creation, implementation and review of habitat management plans
- Assisting with environmental education events and activities
- Supporting the Biodiversity Officer with a variety of admin jobs

### **Personal Specification:**

A = Application, I = Interview, T = Test

### Essential Skills

- Demonstrable interest, experience and knowledge in biodiversity and conservation (A/I)
- Practical conservation experience and demonstrable willingness to gain further experience (A/I)
- Good wildlife identification skills (T)
- Willingness to work outdoors in all conditions (I)
- Excellent written and communication skills (A/I)
- Excellent IT skills, including working knowledge of Microsoft Office and WordPress / Twitter etc. (A/I)
- Ability to work as part of a team and independently as required (I)
- Ability to handle large quantities of data (A/I)

### Desirable Skills

- Relevant degree or training course (e.g. ecology, biology, environmental science / HND etc.) (A)
- Practical licences (Chainsaw, strimmers, pesticides, tractor etc.) (A/I)
- Knowledge of the BAP process and wildlife legislation
- Full, clean driving license (A)

### **Benefits**

- Further developing the skills and knowledge necessary for a job in nature conservation
- On the job training, including access to free workshops and talks
- Ability to develop your leadership and communication skills
- In-house training to develop species identification skills
- Potential for training power tool licences
- Opportunity to tailor the role to your requirements
- Reasonable travel expenses

To apply, please send a copy of your CV and a covering letter (no more than two pages) detailing how you meet the **person specification** and the name of one referee to: [sncvvolunteers@hotmail.co.uk](mailto:sncvvolunteers@hotmail.co.uk) by 18:00 on Tuesday 28<sup>th</sup> February 2017.

Interviews will be held at Denmark Road Offices, Carshalton SM5 2JG in early March

For an informal chat on this position, please contact Biodiversity Officer David Warburton on 020 8770 4203 or via the SNCV email address above.