



SUTTON NATURE CONSERVATION VOLUNTEERS

www.sncv.org.uk

Job Title: Biodiversity Assistant

Location of Job: Carshalton, 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 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 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) as well as any relevant training courses (i.e. first aid, use of power tools, species identification skills).

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.

Main Duties:

- Assisting with habitat management on nature reserves across the London Borough of Sutton

- Writing regular blog posts and managing social media accounts
- Assist with surveys and monitoring of local species
- Maintenance tasks, such as maintaining the tools and workshop
- In-putting survey data and performing basic analyses
- 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 and knowledge in biodiversity and conservation (A/I)
- Practical conservation experience and demonstrable willingness to gain further experience (A/I/T)
- Willingness to work outdoors in all conditions (I)
- Good wildlife identification skills (T)
- 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

- 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 by 18:00 on Monday 1 June 2015.

Interviews will be held on Monday 8 June at Sutton Ecology Centre, Carshalton. SM5 3NY.

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