

Person Specification

Post Title:

Planting for Pollinators – Conservation Officers

1 Qualifications & Experience:

The post holder will be expected to have qualifications and recent and relevant experience in the following areas:

		Essential	Desirable
1.	Experience of working or volunteering in the environmental sector.		•
2.	Experience of event organisation and delivery.		•
3.	Experience of using social media in a professional capacity and input into promotion and campaigns.		•
4.	Experience conducting independent desk-based research.		•
5.	Full driving licence and use of own vehicle.	•	

2 Knowledge & Skills:

The post holder will have the following knowledge and skills:

		Essential	Desirable
1.	Demonstrable knowledge of and an interest in current environmental issues. Knowledge relating specifically to pollinators would be an advantage.	•	
2.	Good communication skills (written and verbal), with an ability to build strong working relationships and to engage with people at all levels, internally and externally.	•	
3.	Knowledge of UK species and habitats.		•

3 Personal Qualities

The post holder should possess the following:

		Essential	Desirable
1.	Highly self-motivated with drive and determination to succeed.	•	
2.	A keen interest and passion for the environment.	•	
3.	Desire and commitment to gain practical, 'on-the-job' skills and training.	•	
4.	Willingness to work outdoors on a range of sites in all weathers.	•	
5.	Self-discipline and confidence in own abilities.	•	
6.	Ability to make sound, clear decisions that are well-considered and in line with the core values of the Trust and partner organisations.	•	

Terms and Conditions

1. Salary: £18,601 per annum, plus pension contribution of 9% (Year 1 – Grade 8.1) based on a 35 hour week.
2. Duration of post: Temporary role for a fixed term from 5 January 2022 until 23 December 2022. All employees new to Cumbria Wildlife Trust undertake a probationary period of 6 months, in which time they are expected to establish their suitability for the post.
3. Hours per week: 35 hours, normally worked between 9.00 a.m. to 5.00 p.m, Monday to Friday. Some out of hours work may be required, for which time off in lieu is given. The Trust operates a Flexi-time policy.
4. Holidays: 28 days per annum, including public holidays. After 1 year's continuous employment with the Trust, employees are entitled to an extra day's holiday entitlement for each subsequent complete year of service, up to a maximum of 5 extra days.
5. Place of work: Cumbria Wildlife Trust offices at Gosling Sike, Houghton, Carlisle, CA3 0LD.
6. Applications: Completed application forms should be returned with a covering letter outlining the candidate's suitability for the post, to Claire Ladell, Senior Personnel Officer, Cumbria Wildlife Trust, Plumgarths, Crook Road, Kendal, Cumbria, LA88LX or by email to admin@cumbriawildlifetrust.org.uk.
7. Only short listed candidates will be contacted. If you have not heard anything within 14 days of the closing date, please assume your application has not been successful.
8. Closing date for applications is **9am on Monday 15 November 2021**.
9. Interviews will be held **week commencing 22 November 2021**.
10. Applicants shortlisted for an interview will be asked to declare any convictions, cautions, reprimands or final warnings that are not 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013).

The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website: www.gov.uk/government/organisations/disclosure-and-barring-service.

11. Applicants also should be aware that this post requires a Disclosure and Barring Service (DBS) check due to it being exempt from the Rehabilitation

of Offenders Act and therefore spent criminal convictions should also be declared if shortlisted for an interview.

12. Any further enquiries should be directed to Tanya St.Pierre email - tanyaStP@cumbriawildlifetrust.org.uk or tel - 01539 616 300.

Green Recovery Challenge Fund



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