



Job Description

Job Title:	Information Request and Species Data Officer (CPERC)
Location:	The Manor House, Broad Street, Cambourne, CB23 6DH
Accountable to:	Environmental Records Centre Manager (CPERC)
Salary:	£28,528 per annum
Hours:	37.5 hours per week (Full Time)
Contract type:	Maternity Cover (February 2025 – March 2026)
Transport:	Must have the means to travel to site and between sites for meeting, training and events. If you use your own car for business purposes (with the relevant insurance) you will be reimbursed for business-related mileage (currently 45p per mile for cars over 1000cc)

Hybrid working options will be possible on agreement with the Line Manager. The member of staff must be available to attend the office for training and meetings when required.

Employment subject to:

- 6 month probationary period;
- evidence of right to work in the UK

About the Cambridgeshire and Peterborough Environmental Records Centre

CPERC is hosted by the Wildlife Trust BCN at the offices in Cambourne, Cambridgeshire and has a Steering Group made up of representatives from local authorities, government agencies, the Wildlife Trust and other interested parties. CPERC was set up in 2005 as a one-stop-shop for local biodiversity information and is now, as an accredited member of ALERC (Association of Local Environmental Records Centres), part of a wider network of local records centres across the country. CPERC is a not-for-profit organisation and has a wide range of partners and users who have an interest in the information that CPERC holds. These include local authorities, government agencies, environmental consultancies, non-governmental organisations, amateur naturalists and members of the public.

Information Request and Species Data Officer

Main purpose

To lead in the management of CPERC's information request service with guidance from the CPERC Centre Manager and Data Manager and assistance from other CPERC staff, and to assist with the management of incoming species data.

Main Objectives
<ul style="list-style-type: none"> • Management of CPERC's information request service, ensuring that requests for data from external organisations are met to a high standard of accuracy and in an appropriate timescale
<ul style="list-style-type: none"> • Assist with the management of species data, particularly the processing of species records submitted to CPERC
<ul style="list-style-type: none"> • Assist with the fulfilment of the requirements of Service Level Agreements with partner organisations
<ul style="list-style-type: none"> • Assist with project work, as and when necessary
<ul style="list-style-type: none"> • Assist and liaise with local naturalists, recording societies and other organisations to facilitate the flow of data to and from CPERC
<ul style="list-style-type: none"> • Data management to a high standard of accuracy and organisation
Key Responsibilities
<ul style="list-style-type: none"> • Lead on the management of CPERC's information request service, which includes keeping track of incoming data requests and their status
<ul style="list-style-type: none"> • Preparation of consistent and high quality data outputs and reports for clients to fulfil requests
<ul style="list-style-type: none"> • Management of the invoicing request system for data requests in conjunction with the Wildlife Trust BCN's finance team
<ul style="list-style-type: none"> • Validation of species datasets and the importation of these to the CPERC database.
<ul style="list-style-type: none"> • Assist and liaise with biological recorders and users to facilitate data capture in a prioritised way
<ul style="list-style-type: none"> • Collation of information from a wide variety of sources, in a variety of different formats, using your expertise and understanding to process these appropriately
<ul style="list-style-type: none"> • Assist with the production of bespoke datasets and information for partner organisations, as required by Service Level Agreements
<ul style="list-style-type: none"> • Assist with project work, which may include the digitisation of habitat polygons in GIS with a high standard of accuracy
<ul style="list-style-type: none"> • Work with volunteers on data entry and data capture, including supervision and training, where appropriate
<ul style="list-style-type: none"> • Contribute towards publicity and promotional work under the direction of the Centre Manager, including supporting the production of a CPERC newsletter and updating CPERC's communication streams such as our website and social media
<ul style="list-style-type: none"> • Assist with the organisation of CPERC events using organisational skills and appropriate records centre contacts
Other duties
<ul style="list-style-type: none"> • Present a positive and welcoming image of the Trust to everyone
<ul style="list-style-type: none"> • Undertake training as the need arises
<ul style="list-style-type: none"> • Go about duties in a resource-efficient way and minimise impacts to the environment
<ul style="list-style-type: none"> • Actively follow Trust policies including Equal Opportunities policies
<ul style="list-style-type: none"> • Maintain an awareness and observation of Fire and Health & Safety Regulations
<ul style="list-style-type: none"> • Other work under the direction of the Centre Manager

Notes:

1. As duties and responsibilities change, this job description will be reviewed and amended in consultation with the post-holder.
2. This job description does not constitute a 'term and condition of employment'. It is provided only as a guide to assist the employee in the performance of their job. The job description is not intended to be an inflexible or infinite list of tasks and may be varied from time to time after consultation / discussion with the post holder.
3. This job description does not form part of the contract of employment.

Information Request & Species Data Officer – Person Specification

E = Essential, D = Desirable

Experience and Qualifications	Hold a degree, vocational or equivalent qualification or experience in a relevant discipline	E
	Must have the means to travel between sites for meetings and events.	E
	Experience of managing enquiries from a range of customers or service users with a high standard of care and efficiency	E
	Experience of data entry, data management and biological recording	E
	Experience of using GIS (Geographic Information Systems) software	E
	Experience of database management	D
	Experience of biodiversity data management within the context of a local records centre or related organisation	D
Knowledge	Keen interest in and commitment to wildlife and environmental issues	E
	A general understanding of the species and habitats likely to be found in lowland Britain	E
	An understanding of the role of local environmental records centres, preferably through direct experience of biological recording and/or use of records centre data	E
	Understanding of the role of local government, the planning system and government agencies in nature conservation	D
Skills	Highly competent in use of Windows/Microsoft Office-based computing skills, including Word, Excel, email etc.	E
	Excellent customer service skills, including the ability to manage a range of enquiries in a professional and polite manner	E
	Excellent data entry skills, including the ability to digitise large quantities of data with accuracy	E
	Excellent data management skills, including the ability to accurately and safely collect, process and maintain data in line with record centre policy	E
	Efficient administrative and organisational skills, including the ability to prioritise and organise own time and resources effectively daily to meet deadlines and objectives	E

	Ability to work without prompting and progress tasks using own initiative, but to seek to assistance when needed	E
	Excellent oral and written communication skills, including the ability to present facts and information in a clear and concise way taking into account the intended audience	E
Behaviours	Demonstrable evidence of openness to change, flexibility and a willingness to learn new ways of doing things	E
	Demonstrable experience of identifying, understanding and giving priority to delivering the needs of the customer and taking responsibility for providing a service that meets customers' needs.	E
	Demonstrable ability to work flexibly within a team environment and to work across functions to deliver successful outcomes, and in contributing to environments that demonstrate equality, foster trust, respect, and challenge	E
	Willingness to share ideas, experience, and knowledge with colleagues and others.	E

Terms and Conditions: Summary for candidates

The following terms and conditions are typically offered to The Wildlife Trust BCN staff on fixed-term or permanent contracts, and are set out here for your information only. Terms and conditions may vary according to circumstances and this summary does not form part of any subsequent employment contract.

Probationary period: Six months with a review at three months. During the probation period the contract may be terminated with one week's notice.

Annual leave: 25 days annual leave and 8 bank holidays per annum (pro rata for part time staff and those working less than a year). For those staff whose normal working days fall on the days of the week that fall between 25th December and 1st January (i.e. the three non-public holiday days) when the Trust offices are closed, three additional days of paid leave are granted. These are non-pro rata and must be taken between 25th December and 1st January.

Pension: Contributory pension. The Trust contributes 8% salary. The employee will be automatically enrolled after 3 months.

Other Information: Occasional weekend and evening working may be required, for which time off in lieu can be taken.

Equality and Diversity We're wild about inclusion and want our staff to be as diverse as wildlife. As an inclusive employer we recognise that our workforce needs to better reflect the communities in which we live and work. We actively encourage applications from people of all backgrounds, identities and cultures. We believe that a diverse workforce will help us create our vision of 'people close to nature, with land and seas rich in wildlife.'

As a Conservation Charity, the Trust is committed to the ethical and sustainable sourcing of all materials used by our charity, and to ensuring we support any initiatives which improve sustainability for the benefit of us all. We are also fully committed to significantly reducing our carbon emissions. We would like to be sure that all of our colleagues and team members are equally committed in their support of these values, and practice the highest standards both at work and at home.

About The Wildlife Trust BCN

The Wildlife Trust for Bedfordshire, Cambridgeshire and Northamptonshire is a registered charity (and a company limited by guarantee), whose mission is to:

- conserve local wildlife, by caring for land ourselves and with others;
- inspire others to take action for wildlife; and
- inform people, by offering advice and sharing knowledge.

We are among the largest and most effective of 46 Wildlife Trusts across Britain and we are a major contributor to the nationwide work of the Royal Society of Wildlife Trusts. We currently manage over 100 nature reserves, covering almost 4,500 hectares, and two education centres. Our work also includes the acquisition and application of information about biodiversity. The Trust's turnover in 2022-23 was over £10 million and its capital assets more than £28 million, of which over half (£18 million) is classified as heritage assets. This Trust was the first to promote the concept of Living Landscapes: large-scale conservation schemes which aim to ensure that wildlife can thrive alongside the human population across an entire landscape. Our conservation activity is increasingly focused on these Living Landscapes, including the first to be established - the Great Fen in Huntingdonshire – as well as the Ouse Valley, the Nene Valley and the North Chilterns Chalk.

The Trust's annual report and accounts are posted on our website:

<http://www.wildlifebcn.org/annualreview>

The work of the Trust is guided by the 2020 - 2025 five-year vision which can be found at:

: <https://www.wildlifebcn.org/next-five-years>. To achieve the targets within this plan, the Trust is managed and directed by an Executive Board of CEO and three Directors.

The Trust evolved from a group of committed volunteers, and volunteering is still central to its ethos, with over 1200 regular volunteers. The working culture of the Trust encourages a professional approach, with a commitment and enthusiasm for nature and its conservation. Mutual respect and teamwork are highly prized among both staff and volunteers. In all its dealings the Trust tries to be fair but firm and in all its activities it aims to be environmentally responsible. Systems, processes and bureaucracy are kept to the necessary minimum for effective performance.

The Chief Executive reports to the Trust's Council of 17 Trustees, who are elected annually from the membership (presently standing at over 37,000). Council and its two Committees (Conservation, Education & Community; and Resources) each meet quarterly. There are 137 staff members (113 fulltime equivalents), with main offices in Bedford, Great Cambourne, and Northampton, and over 1,000 active volunteers. The Executive Board comprised Chief Executive, Resources Director, Conservation Director, Business Director and Engagement Director. Reporting to the Executive Board is a team of senior managers.