



Job Description

- Job Title:** Habitat Survey Officer (Cambs) (Summer Contract)
- Location:** The Manor House, Broad Street, Great Cambourne, Cambs, CB23 6DH. Can work remotely some of the time but will need to attend training and meetings at other Trust offices, as well as regular attendance at the Cambourne office.
- Accountable to:** Senior Monitoring & Research Officer (Cambs)
- Salary:** £27,985 per annum (pro rata)
- Hours:** 22.5 hours per week; flexibility on hours may be possible. Fixed term for 6 months from 1 April 2025 to 19 September 2025.
- Transport:** You will be required to provide your own car for business purposes (with the relevant insurance), but will be reimbursed for business-related mileage (currently 45p per mile for cars over 1000cc)
- Employment subject to:**
- 1 month probationary period;
 - evidence of right to work in the UK

Monitoring and Research Team

The Monitoring and Research Team are responsible for the diverse range of monitoring and research activity that underpins the Trust's conservation work, from its nature reserves to its Living Landscape Schemes. The team includes Monitoring and Research Officers, who, with the Monitoring and Research Manager, are also responsible for the development and delivery of the Trust's volunteer Ecology Groups programme and the relationships with the three Trust hosted Biological Records Centres. The team also includes the Wildlife Training Workshops Officer who oversees the development and coordination of the Trust's renowned Wildlife Training Workshops programme.

Habitat Survey Officer

Main purpose

Habitat data in Cambridgeshire is spread across a number of sources including the 1990's County Habitat Survey, a Phase 1 survey of the whole county, and the National Priority Habitat Inventory, amongst other sources. Much of the information is out-dated and some of it has been shown to be of questionable accuracy.

The Habitat Data Project seeks to compile an accurate baseline of habitat data (particularly priority and high-value habitats) across Cambridgeshire & Peterborough for the early 2020s, against which future land use change can be measured.

The Habitat Survey Officer will work with the Cambridgeshire & Peterborough Environmental Records Centre (CPERC) to conduct a targeted survey of land parcels where there are known to have been changes since the 1990s, or where there is potential for high-value semi-natural habitats to be found, particularly where we currently have limited information (outside of nature reserves or other known wildlife sites). CPERC will undertake the desktop analysis of data sources and aerial photos to identify land parcels for field survey. GIS layers of land parcels for survey will be supplied. The Habitat Survey Officer will conduct field surveys UK Habitats Classification. They will be supported by other Wildlife Trust conservation staff and volunteers.

The project outputs will include an updated GIS layer of habitats in Cambridgeshire, together with more accurate figures on the extent of different habitat types, providing a baseline against which the County's "Doubling Nature" aspirations can be measured.

Main Objectives
<ul style="list-style-type: none"> To produce a substantially updated habitat layer in collaboration with CPERC, using a consistent and quality-controlled methodology, including recording any losses sustained, or other changes, since the 1990s County Habitat survey. To create an accurate record of high value habitats in Cambridgeshire & Peterborough, against which future changes can be measured.
Key Responsibilities
Priority & high value habitat survey update
<ul style="list-style-type: none"> Work with CPERC to identify potential land parcels for further survey Prioritise sites for field survey, and organise the field survey programme Undertake field surveys and collate / digitise all results Liaise with CPERC, regarding GIS layers & digitising of field data and submit results to CPERC for incorporation into the new county-wide baseline habitat dataset
Staff and volunteers
<ul style="list-style-type: none"> Work closely with other Wildlife Trust staff and volunteers to ensure a consistent approach to undertaking the survey and help to identify and solve common issues
Communication and promotion
<ul style="list-style-type: none"> Present a positive and welcoming image of the Wildlife Trust to everyone
Health and safety
<ul style="list-style-type: none"> Produce risk assessments and any additional H&S requirements as required
Other duties
<ul style="list-style-type: none"> Contribute to general Wildlife Trust working and any other duties as directed by line managers Undertake training as the need arises Go about duties in a resource-efficient way and minimise impacts to the environment Actively follow Wildlife Trust policies including Equal Opportunities policies Maintain an awareness and observation of Fire and Health & Safety Regulations

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.

Member recruitment provides the Trust with our largest source of regular income. Members are essential for us to deliver our vision to protect and preserve our wild spaces so that wildlife can thrive and we all have wild spaces to enjoy. Although we have a great recruitment team...we need you! Everyone working at the Trust can help. You may be the first person from the Wildlife Trust that a potential supporter speaks to. Every member of staff should take pride in the work we do and be our voice, promoting the importance of being a member of our Trust and recruiting new members wherever they can.

Habitat Survey Officer – Person Specification

E= Essential; D=Desirable

Requirements		
<i>Experience and Qualifications</i>	To hold a degree, vocational or equivalent qualification or experience in a relevant discipline	E
	Hold a current driving licence and be able to use own vehicle for work purposes on occasion	E
	Experience of undertaking phase 1 and / or UK Habitats Classification surveys	E
	Possession of a current first aid certificate	D
	Experience of analysing aerial photographs	D
<i>Knowledge</i>	Sufficient Botanical identification skills to identify common grassland, woodland and wetland habitats of lowland England	E
	Understanding of the principles of ecology and the practice of nature conservation, particularly related to habitats	D
	Understanding of Health and Safety issues related to field surveys	D
<i>Skills and Abilities</i>	Basic skills in GIS software, ideally QGIS	E
	Excellent data management skills	E
	Computer literate and highly competent with Windows and Microsoft Office software	E
	Good communication skills, with the ability to summarise information clearly and concisely	E
	Demonstrated ability to plan and prioritise tasks and manage own time effectively	E
<i>Behaviours</i>	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
	Willingness to share ideas, experience, and knowledge with colleagues and others	E
	Demonstrable evidence of openness to change, flexibility and a willingness to learn new ways of doing things	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

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.