



Gloucestershire
Wildlife Trust

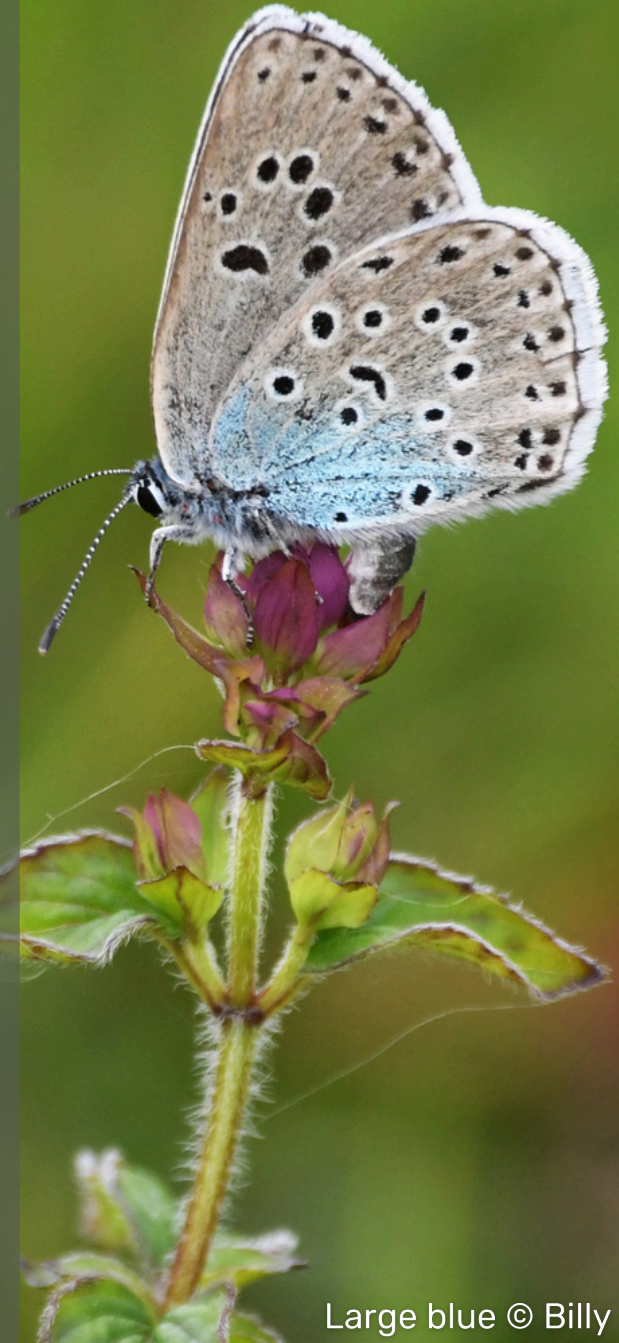
Evidence Emergency Self-assessment Tool/Competencies Lead and GIS officer

Gloucestershire Wildlife Trust are looking for someone with the enthusiasm and motivation to take our Evidence Emergency project into its Grow phase, to improve the way the Wildlife Trusts collect, use and disseminate conservation evidence and data. Previous phases of the project have identified the shortcomings in skills and use of data and have created a draft competency framework and skills self assessment tool. The next phase of the project will further develop and expand our prototypes and increase our reach across the Trusts.

We need someone with an understanding of different research and data skills together with the ability to communicate sensitively and work collaboratively with a team dispersed across several organisations. You should be capable of working with people at all levels within Trusts from officers through to the leadership teams.

Due to the nature of the funding, the Evidence Emergency Self-assessment Tool/Competencies Lead, without the GIS role, could be offered separately as a part-time opportunity. If you are interested in this as a part-time role, please state so in your application.

Job description



Large blue © Billy Heaney

Job description

Place of work: Visitor Centre, Robinswood Hill Country Park

Salary: £27,847

Term: Full time Fixed Term, 35 hours per week for 21 months from start date, we would consider part time hours for this role.

Responsible to: Head of Evidence

Liason with: GIS officer, GWT staff, other Evidence Emergency project staff in Sheffield and Rotherham Wildlife Trust, Surrey Wildlife Trust and the Royal Society of wildlife Trusts.





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Introduction to the role

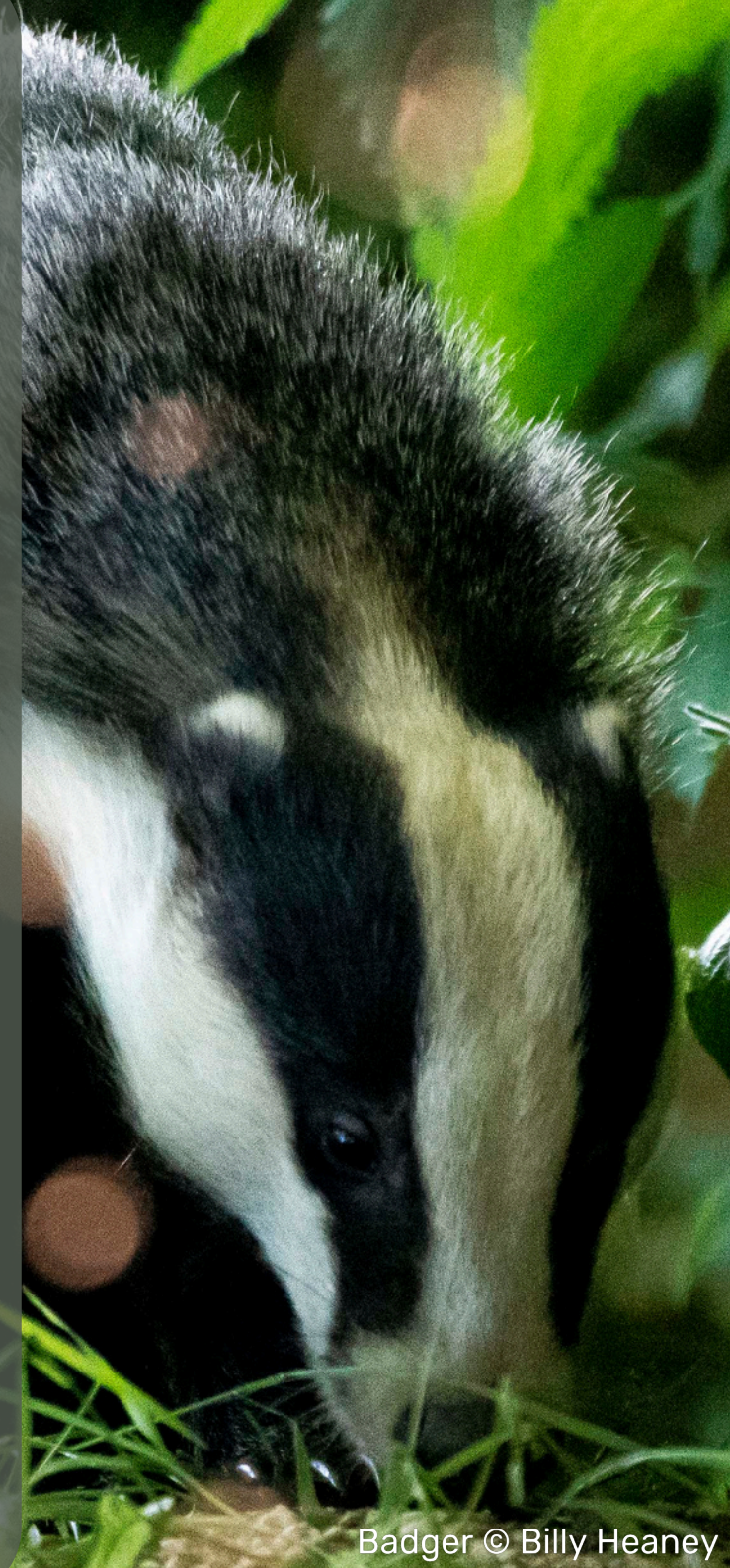
Evidence Emergency Self-assessment Tool/Competencies Lead, 3 days per week

The Evidence Emergency Project has now reached its “Grow” phase and aims to improve the way the Wildlife Trusts collect, use and disseminate conservation evidence and data. Previous phases of the project have identified the shortcomings in skills and use of data and have created a draft competency framework and skills self assessment tool. The next phase of the project will further develop and expand our prototypes and increase our reach across the Trusts. We want our project legacy to be a widely used Self-Assessment Tool linked to a training programme that enhances evidence skills across the Wildlife Trusts federation. We want to establish an Evidence & Data Centre of Excellence for the Wildlife Trusts to support digital and data innovation that is self-sustaining and continues to drive innovation and collaboration, long after the initial project phases. We believe this will result in tangible improvements in conservation outcomes, efficiency and staff capabilities.

This role will lead on the further development of the Skills and Competency Framework, integrating a robust skills and competency framework into the Centre of Excellence, ensuring alignment with organisational goals and fostering continuous professional development.

GIS Officer, 2 days per week:

To support the GWT Staff in meeting the GIS needs of the Nature Recovery Network, Adaptive Management Planning, Gloucestershire’s Local Sites system and Gloucestershire Centre for Environmental Records



Badger © Billy Heaney



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Introducing Gloucestershire Wildlife Trust

We are Gloucestershire Wildlife Trust – the largest membership organisation in the county dedicated to local wildlife. We own and manage more than 60 nature reserves across the county, all of which offer free access for visitors. 28,000 members in Gloucestershire support our work, with hundreds regularly volunteering time and commitment.

Our mission is a simple one – to value nature. Our ambition is to restore, recreate and reconnect Gloucestershire’s wild places. We want everyone in Gloucestershire to value, enjoy and share the natural world.

Our priorities are outlined in our Strategic Plan: Wild Places, Natural Solutions – <http://www.gloucestershirowildlifetrust.co.uk/about-us/who-we-are/strategic-plan>

Our vision is ambitious, but we believe we can deliver it by:

- Creating bigger, better, more connected wild places where people and wildlife can thrive
 - Inspiring more people and communities to take action for wildlife
 - Leading on ‘natural solutions’; championing the value of what wildlife can do for us
 - Growing our resources, influence and reach to shape a strong, resilient organisation

Gloucestershire Wildlife Trust manages over 2,500 acres of land, from wetlands in the Severn Vale and heathland in the Forest of Dean, to limestone grasslands in the Cotswolds and a large ancient woodland at Lower Woods in South Gloucestershire. In addition to our community programmes, we have a vibrant programme of work outside our reserves, supporting farmers and landowners to deliver bigger, better and more connected landscapes where wildlife can thrive.

Gloucestershire Wildlife Trust expects its staff, paid and unpaid, to carry out their duties in a way which consistently exceeds the regulations and expectations of society at large in matters ethical and environmental. The Trust will ensure that its staff receives appropriate training and development opportunities based on a documented personal annual appraisal.



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Gloucestershire Wildlife Trust Values

Our values reflect each of us being:

A CARING COLLEAGUE – supportive and honest

Behaviours: We are considerate, honest and fair. We make time for each other and actively listen to others concerns or barriers before responding and finding solutions together.

ROOTED IN OUR COMMUNITIES – making nature inclusive

Behaviours: We respect each other's views and recognise and value our different backgrounds and lived experiences.

CHAMPIONS FOR WILDLIFE – passionate and pioneering for nature's recovery

Behaviours: We have an urgency for action. We are open to new ideas, encouraged to take risks together, finding creative solutions and learning from our mistakes.

ARC symbolises the values we stand for, we have a shared culture with smooth connections between all parts of our organisation.



Outline of main responsibilities

Further develop the self-assessment tool and leadership evidence culture checklist

- Work with an external developer to build a beta and final version of the self-assessment tool.
- Further refine the current leadership evidence culture checklist prototype and produce a final version.

Test and Roll out the self-assessment tool and leadership evidence culture checklist

- Test the beta version of the self-assessment tool on an initial pool of staff linked to the Evidence & Data Centre of Excellence pilot.
- Test the current prototype of the leadership evidence culture checklist on leaders within the Wildlife Trusts federation.
- Gather feedback on wording/content and the user experience of the tool and checklist to inform the final versions.
- Roll out the final versions of the tool and checklist to wider Wildlife Trusts staff.

Create and develop a skills catalogue and a database of training resources

- Work with the external developer to create a searchable skills catalogue based on the data collected via the self assessment tool to facilitate skills sharing across the federation.
- Further develop an existing database of training resources linked to competencies assessed via the self-assessment tool to provide a tailored and usable resource for those completing the self-assessment.
- Ensure that the skills catalogue enables identification of skills gaps so that cross-federation training needs can be identified.
- Test whether AI can be used to find training resources and courses which link to the results an individual generates from the competency framework.

Outline of main responsibilities

Coordinate communications and knowledge sharing

- Run sharing sessions for the self-assessment tool, skills catalogue, training resources database and leadership checklist. Promote leadership tool adoption as part of Leaders Day.
- Ensure that we are learning in the open, making our learning journey and products accessible to organisations outside of the Wildlife Trusts.
- Provide regular feedback to project team and attend project management meetings

GIS support

- To work with Evidence Team colleagues to ensure a co-ordinated approach to GIS and help maintain a high standard of GIS evidence base, data management and outputs.
- GIS database editing, digitization, composing map layers, data format conversion and spatial analysis using both common-available applications and bespoke algorithms
- Designing layouts and production of GIS datasets and cartographic outputs
- To provide technical GIS support for GWT staff and volunteers
- Ensure that current data protection and other GWT policies are adhered to

Outline of main responsibilities

Office, training and personnel

- Report to line manager on progress, administrative issues and workload priorities.
- Plan, organise and manage workload to ensure targets are met and duties/processes are completed in a timely and accurate manner.
- Report any key issues which may impact on other departments or affect safe working practices.
- Attend training courses and meetings as required and as agreed by your line manager.
- Be familiar with Trust Policies and Procedures and implement as appropriate.
- Present a friendly, professional, confident and tidy appearance.
- Carry out other duties from time to time as required by Head of Evidence or Chief Executive.

Liaison, marketing and recruitment

- Ensure that effective and efficient liaison is maintained with other Trust staff and volunteers.
- Distribute membership, promotional and recruitment literature where appropriate.
- Liaise with the communications team and partner organisations to develop promotional material and publications and for contact with the media.

Tools, equipment, vehicles and materials

- Source, maintain and keep in good working order any learning resources or equipment.
- Keep line manager advised of current and future requirements for equipment.
- Report any issues with equipment or resources that need replenishment or maintenance.



Person Specification

Qualifications:

Required: degree or experience in related subject area.

Experience and knowledge:

- In-depth understanding of digital technologies and data analytics relevant to conservation.
- Understanding of and experience of working with environmental data.
- Experience of using a mainstream GIS application e.g. ArcGIS, QGIS or MapInfo.
- Understanding of the sensitivities of skills assessments in relation to staff moral.
- Knowledge of digital design tools for user friendly tool creation
- Familiarity with collaboration and project management software (e.g. Miro, and Monday.com)
- Experience of project management
- Awareness of GDPR
- Familiarity with database management systems (e.g. SQL)
- Knowledge about and interest in the natural world, conservation and UK wildlife.
- Good knowledge of the Wildlife Trust movement and our work

Desirable:

- Experience of implementing a change programme
- Experience of implementing skills assessments or training courses
- Experience of working with volunteers





Person Specification

Skills:

Essential:

- Excellent communication skills with all (verbal and written).
- Excellent presentation skills
- Excellent organisational and time-management skills. Able to prioritise workloads and meet deadlines
- Ability to work independently using own initiative and judgement, as well as in close co-operation with others.
- Excellent IT skills including Microsoft Word, Excel and PowerPoint, Microsoft Teams and Zoom
- Ability to form productive cross team/cross organisational relationships.

Desirable:

- Good naturalist skills and wildlife identification skills
- Able to use social media in a variety of contexts.





Person Specification

Qualities:

- Passionate about the importance of wildlife and the natural environment to the health and sustainability of the planet's climate, eco-systems and people.
- Personable and approachable.
- Empathetic to a broad range of individuals' needs.
- High level of focus and attention to detail.
- Proactive, highly flexible and comfortable with change.
- Self-disciplined, self-motivated and self-confident.
- Able to work under pressure.
- Mature and professional outlook.





Terms of Employment

This is a Fixed term full-time post (35 hours per week) for 21 months and is subject to a six-month probationary period. Due to the nature of the Trust's work, occasional evening or weekend work may be necessary for which time off in lieu is given.

We offer a rounded benefits package to include life insurance of three times salary, a contributory pension scheme with generous employer contributions and an employee assistance programme. The postholder is entitled to 21 days paid leave per year pro rata (rising to 30 days through service) in addition to public holidays and Christmas closing period as well as two volunteering days. Other discounts and benefits are available too.

Our office facilities are at Robinswood Hill Country Park in Gloucester. This role will require regular travel to GWT offices and sites around the county on occasion.

It is the nature of the work of Gloucestershire Wildlife Trust that tasks and responsibilities are, in many circumstances unpredictable and varied. All staff are, therefore, expected to work in a flexible way when the occasion arises where tasks that are not specifically covered in the Job Description are undertaken, including providing cover for absent staff in order to maintain organisational effectiveness.

As part of its commitment to investing in its people, GWT trains and supports its staff in the delivery of their duties. Advice will be given in drawing up a personal development plan and all suggestions considered according to resources available and the over-riding priorities of the Trust. An appraisal process is carried out every year.

The post holder will be consulted by the Chief Executive prior to any proposed major changes to duties and responsibilities and reasonable notice will be given before implementation.



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Equality, Diversity and Inclusion

Gloucestershire Wildlife Trust is committed to encouraging equality, diversity and inclusion among its workforce, and eliminating unlawful discrimination, harassment and victimisation. The Trust's policy is to provide equality, fairness and respect for all staff, whether temporary, part-time or full-time; ensure no unlawful discrimination against the Equality Act 2010 protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, and ethnic or national origin), religion or belief, sex and sexual orientation; and to oppose and avoid all forms of unlawful discrimination. A full copy of the policy is available on request.





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How to apply

To make an application, please send a covering letter and CV to hr@gloucestershirowildlifetrust.co.uk by Monday 16 December by Midnight

Interviews will be held in person on Thursday 9 January 2025.

Thank you for your interest in this position and we look forward to receiving your application.

