



**Gloucestershire
Wildlife Trust**

Seasonal HabiMap Assistant

Role description

Are you looking to improve your botanical survey skills over the summer, do you want to gain experience to help your future career in the environmental sector? Join the Gloucestershire Wildlife Trust HabiMap team to gain experience of volunteer management, botanical ID, and UK habitat classification surveys.

The role will facilitate our large-scale volunteer participation within the HabiMap Citizen Science, UK Habitat classification, survey programme across Gloucestershire to ground-truth the Nature Recovery Network. There may also be an opportunity to assist with some of the nature reserve condition monitoring.

Role title

Seasonal HabiMap Assistant

Job purpose

To facilitate large scale volunteer participation within the HabiMap Citizen Science habitat survey programme across Gloucestershire to ground-truth the Nature Recovery Network.

Salary: £12.70 per hour (£23,114 pro-rata)

Life Insurance, hybrid working, country park office location with free parking, employee assistance programme and time off in lieu (TOIL) for overtime worked.

Term: Part-time, Fixed term contract, 28 hours per week over 4 days per week from April to August 2025, and this will include some evening and weekend working.

Responsible to: HabiMap Programme Officer

Responsible for: Volunteers

Liaison with:

HabiMap Programme Officer, Head of Ecological Evidence, Citizen Science and Evidence Officer (CSEO), Volunteer Coordinator, Farm Advice Officer, Lead Reserves Managers, GCER Development Manager, Community Action Manager, GIS Officer.



Large blue © Billy Heaney

Gloucestershire Wildlife Trust's mission is to connect and improve Gloucestershire's wildlife and wild places and one of our key strategic objectives is to "Inspire more people and communities to take action for nature". The Government's 25 Year Environment Plan called for the creation of a national 'Nature Recovery Network' (NRN) and Gloucestershire Wildlife Trust has created a network for the county.

This has led to a fundamental change in the Trust's strategic approach to land management with a shift away from conservation alone, towards proactive habitat creation and ecosystem restoration.

The current NRN Habitat Map is built from best available data, some of which is old or inadequate.

The HabiMap programme is designed to improve the underlying habitat data used to develop the NRN and deliver nature restoration activities on the ground, aiming to carry out UK habitat classification (UKHab) habitat survey on a rolling 10-year program across the whole of Gloucestershire.

This will be impossible to achieve without the mass engagement and support of volunteers, landowners and local communities, and effective processing of incoming data.

Key outcomes are:

- Support coordination of safe and effective collaborative volunteer effort against a planned survey programme to deliver a smooth overall experience for volunteers and staff.
- Support development and delivery of internal HabiMap data procedures and processes.
- Support engagement of communities and organisations in the HabiMap programme.

Role description





The role will work closely with the HabiMap Programme Officer:

- Support the induction and ongoing collaboration of volunteers involved in the project.
- Support timely administration, data management, GIS mapping, communications with volunteers and social media posts and responses.
- Support the provision of volunteer training e.g., organisation and preparation.
- Support HabiMap Programme Officer in coordinating the HabiMap Programme including preparing written resources and maps for volunteers and basic quality control of incoming data.
- Support HabiMap Programme Officer in surveying habitats across the county using the UKHab field key.
- To work with GWT colleagues to provide exceptional volunteer management that enables volunteers to carry out survey work safely and on time.

Office, training, and personnel

- To report fortnightly to the HabiMap Programme Officer on progress, issues, and priorities.
- Minimise filing backlogs and prioritise workload to meet targets.
- Always keep Health and Safety matters as the overriding determinant in all circumstances, including reporting any key issues which may impact on other departments or affect safe working practices.
- Attend training and meetings as required and as agreed with your line manager.
- Be familiar with Trust Policies and Procedures and implement as appropriate.
- Present a friendly, professional, confident, and tidy appearance.

Liaison, marketing, and recruitment

- Ensure that effective and efficient liaison is maintained with staff, volunteers, and external partners.





Gloucestershire
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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.gloucestershiREWildlifeTrust.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.

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.

Terms of Employment

This is a Fixed term contract, part-time (28 hours per week) and is subject to a three-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. Hybrid working arrangements are available

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.

Major changes to duties and responsibilities and reasonable notice will be given before implementation.



Person Specification

Qualifications:

- Demonstrate experience or qualifications equivalent to UK A level, in conservation management, ecology or related discipline.

Experience and knowledge:

Essential:

- Experience of time management for self and others
- Experience of data management
- An understanding of GIS
- An interest in botany
- Health and Safety awareness and ability to follow risk management procedures.

Desirable:

- Understanding of the need for compliance with GDPR (General Data Protection Regulation)
- Previous experience of volunteering
- Knowledge of UKHab (the UK Habitat Classification)
- Knowledge of key botanical identification features
- Experience of citizen science
- Experience of organising and running events.





Person Specification

Skills:

Essential:

- Excellent communication, relationship management & cross team working skills.
- Highly organised, with strong work planning skills and ability to prioritize.
- Highly competent on Microsoft Office, especially Excel.
- Self-motivated, able to problem solve and use own initiative.
- Excellent oral and written presentation skills.
- Good attention to detail.
- Full driving licence and own transport (or ability to get to survey locations).

Desirable:

- Experience of GIS mapping software
- Knowledge of habitats and habitat management methods

Qualities:

Essential:

- Highly productive and comfortable working in a fast-paced environment.
- Pragmatism, tact, and diplomacy, with an ability to work with a wide variety of people at all levels.
- Confident, motivated, and dedicated.

Desirable:

- Personal commitment to the environment and nature's recovery.
- A reasonable level of personal fitness.





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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 CV and covering letter to hr@gloucestershirowildlifetrust.co.uk by midnight on Tuesday 11 March 2025.

Interviews will be held in person on Friday 21 March 2025.

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

