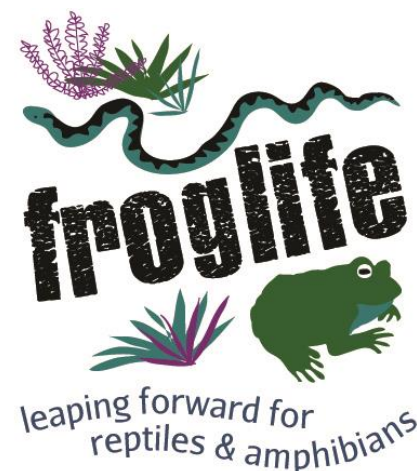




Job Description and Person Specification

Position: Neighbourhood Wildlife Corridor (NWC): Boston & Beyond - Trainee

Reporting to: Project Manager

Duration: 12 months

Salary: £21,000 pro rata

Hours: Part-time (3x days per week). (Flexibility is required and working hours will include evenings and weekends for which TOIL is accrued.)

Office: Working from home and potential local office

Wildlife conservation charity Froglife currently have a part-time, paid traineeship available for a period of 12 months. The Neighbourhood Wildlife Corridor: Boston & Beyond is supported by The National Lottery Heritage Fund (Heritage Fund). The trainee will be part of the Neighbourhood Wildlife Trust: Boston & beyond team, which consists of a full-time Project Manager. The project, made possible by National Lottery players, will be working along a Neighbourhood Wildlife Corridor running through the Boston region. It includes a range of practical conservation, public engagement, and education activities. These traineeships are designed to help the trainee gain their first step into a career in the conservation sector.

We are encouraging applicants that reflect the diversity of the communities living in the Boston region.

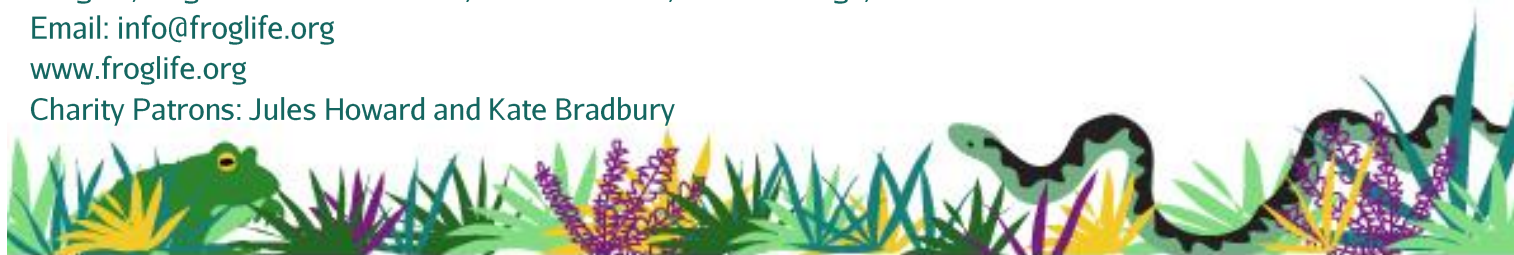
Throughout their time with Froglife the trainee will identify and work on personal career goals supported by work shadowing, informal and formal training and supported study.

Froglife, Brightfield Business Hub, Bakewell Road, Peterborough, PE2 6XU

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The trainee will be involved in all aspects of the project, which you can read more about in Appendix 1. The work programme will be split into three modules:

Module 1: Induction, core training and role shadowing

- Introduction to Froglife, our staff and projects
- Core skills training in: habitat management, species identification, surveying and monitoring, conservation education
- Training courses: first aid, safeguarding, and others as identified
- Role shadowing with the Project Manager across all activities

Module 2: Habitat and species personal project

- The trainee will work on their own project, managing it from development to completion. This project will contribute towards the goals of Neighbourhood Wildlife Corridor Boston & beyond, however the trainee will have the opportunity to further develop specific elements of the project depending on their interests.
- The trainee will write a report about their project and will present it to Froglife staff and trustees.

Module 3: Public engagement/ education personal project

- As above, however this project will be of a public engagement and/ or education nature.

General responsibilities

- To contribute to all elements of the project.
- To work with the wider Froglife team to contribute towards specific organisational aims and projects.
- To act as a responsible ambassador for Froglife, promoting the organisation and its work, networking, and building positive relationships with appropriate individuals and organisations.
- To encourage and maintain professional standards.
- Take reasonable care for the health and safety of themselves and of others who may be affected by their acts or omissions at work.

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Person specification

Preference will be given to people who are not currently employed within the conservation sector but who are volunteering in/ have recently volunteered in/ can demonstrate clear passion for the UK conservation sector.

Essential criteria:

- Demonstrable passion for wildlife conservation and a desire to work in the conservation sector.
- Must be able to use own initiative and be able to manage your work priorities.
- Willingness to travel, mostly in the Boston region, and work unsocial hours.
- A good team worker demonstrating loyalty and commitment to the organisation and team members.
- Excellent communication skills.
- Proficient at using MS Excel, PowerPoint, Word and Outlook.
- Good written and oral communication skills.

Desirable criteria:

- Demonstrable interest in amphibians and reptiles and/or environmental education.
- Experience with WordPress and/ or other website development software.
- Commitment to green travel; full driving licence for where this is not possible.
- Experience with QGIS and/ or other mapping software.
- Experience within any of the following areas: marketing, publicity, social media, EDI, community engagement.

The role is subject to a Disclosure and Criminal Records check.

We welcome applicants from all backgrounds, including under-represented groups.

We are happy to discuss flexible working options.

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