



Person Specification & Job Description

Position:	Scottish Dragon Finder Trainee
Reporting to:	Scottish Dragon Finder Project Manager
Duration:	18 months
Salary:	£12,000 per annum

Job description

Wildlife conservation charity Froglife currently have a full time, paid traineeship available for a period of 18 months. The trainee will be part of the Scottish Dragon Finder (SDF) project team, which consists of a full time Project Manager and a full time Project Officer. SDF is an exciting and varied project operating across Scotland, and includes a variety of practical conservation, public engagement and education activities. This traineeship is designed to help the trainee gain the first step into a career in the conservation sector.

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. Trainees will be allocated mentors from Froglife and The Conservation Volunteers Scotland.

The trainee will be involved in all aspects of the Scottish Dragon Finder project, and will also work on a specific traineeship work programme as follows:

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; CV writing and interview skills.
- Training courses in: Leadership; working with volunteers; working with schools; risk assessment; first aid; and child protection.
- Role shadowing with SDF project staff across all activities.

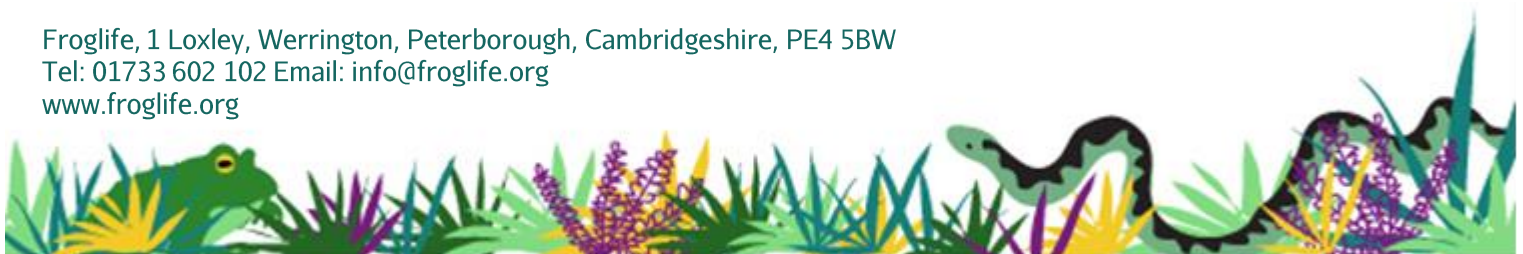
Module 2: Habitat and species personal project

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

Module 3: Public engagement personal project

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

Froglife, 1 Loxley, Werrington, Peterborough, Cambridgeshire, PE4 5BW
Tel: 01733 602 102 Email: info@froglife.org
www.froglife.org



Trainees will be given continued support for six months after completion of the placement.

Duties and key responsibilities

- To submit regular reports to the Project Manager and other mentors.
- To hold regular meetings with the Project manager and other mentors.
- To present their personal projects to the Board of Trustees and Froglife staff at the end of their placement.
- To work with staff on all aspects of the SDF project.
- To work with other Froglife staff on other projects if required.

General responsibilities

- To encourage and maintain professional standards.
- To act as a responsible ambassador for Froglife, promoting the organisation and its work, networking, and building positive relationships with appropriate individuals and organisations.
- Take reasonable care for the health and safety of themselves and of others who may be affected by their acts or omissions at work.
- To follow Froglife's equal opportunities policy

Person specification

Preference will be given to people who are not currently employed within the conservation sector but are volunteering, or have recently volunteered, in the conservation sector.

Essential criteria:

- Demonstrable passion for wildlife conservation and a desire to work in the conservation sector
- Willingness to take initiative
- Willingness to travel and occasionally work unsocial hours
- A good team worker demonstrating loyalty and commitment to the organisation and team members
- Excellent communication skills
- Basic computer skills in MS Office
- Good written and oral communication skills
- Fluent English

Desirable criteria:

- Demonstrable interest in herpetofauna and/or environmental education
- Experience with WordPress
- Full driving license

Froglife, 1 Loxley, Werrington, Peterborough, Cambridgeshire, PE4 5BW
Tel: 01733 602 102 Email: info@froglife.org
www.froglife.org

