

Person Specification & Job Description

Position:	Dragon Finder Project Officer
Reporting to:	Scottish Dragon Finder Project Manager
Duration:	4.5 years
Salary:	£22,000 per annum

Wildlife conservation charity Froglife is seeking to recruit an experienced Project Officer. The post holder will assist with the delivery of the Scottish Dragon Finder project – a creative project engaging people across Scotland in conservation and learning activities focused on amphibians and reptiles.

The post holder will be managed by the Project Manager and will work closely with two trainees over the lifetime of the project.

The Officer will support the Manager in delivering a wide range of activities including Wildlife Gardening Workshops; Dragons on the Move roadshow; Dragons on the Hills data collection; Dragon Tails working with young people and an extensive practical habitat work programme.

Person Specification

Essential criteria

- At least two years' experience working on a project.
- Sound knowledge of the conservation sector and conservation issues including habitat creation and restoration, wildlife surveying and monitoring.
- Track record in delivering innovative and creative activities to attract wide ranging audiences.
- Good knowledge of the geography, demographics, wildlife, herpetofauna, nature areas of Scotland.
- Experience in working with wide ranging partner organisations.

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Charity Patron: Mike Dilger



- Excellent organisational and communications skills.

Desirable criteria

- Professional qualifications in a relevant area of study.

Job Description

- Assist the Project Manager to deliver all of the activities as identified in the Activity Plan: Wildlife Gardening Workshops; Dragons on the Move; Dragons on the Hills; Dragon Tails and a comprehensive practical habitat programme. This will involve close liaison with partner organisations, local councils, venues and others.
- Assist the Project Manager to ensure that the project recruits sufficient volunteers to help support the delivery of the project and ensure that these volunteers are provided with the appropriate support.
- Assist the Project Manager with donor reporting this will include managing a comprehensive database to record vital project statistics, and carrying out evaluations of all project activities. Working with the Project Manager amend the project when required to improve delivery.
- Ensure that the website is kept updated, undertake appropriate social media communications and when relevant deal with press enquiries.
- Assist the Project Manager in ensuring that all co-funding is in place, this will include securing promised co-funding from partner organisations.
- Liaise with suppliers for all materials and equipment and ensure that purchases are made in line with the budget and in a timely fashion to facilitate project delivery.
- Carry out any administration duties to support the Project Manager.
- Any other duties relevant to the project.

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