



Job Description

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| Position: | Dragon Finder Project Manager/Habitat Officer |
| Reporting to: | Froglife's Conservation Coordinator |
| Duration: | 39 months |
| Salary: | £25,000 per annum |

Froglife is a national wildlife conservation organisation with a specific focus on the protection of amphibians and reptiles, and their habitats. Froglife has benefitted from a development grant thanks to the Heritage Lottery Fund to create an Action Plan for the Dragon Finder project, which the Dragon Finder staffing team are delivering.



Dragon Finder is a 4.5 year project (it is 15 months into the project) that is working in all London boroughs, working with diverse communities to deliver a very busy programme of activities. The activities range from fun family sessions, volunteer training programme to habitat creation and restoration.

The Dragon Finder Manager/Habitat Officer will be responsible for the overall management of the project. The Officer will deliver a holistic volunteer training programme, working closely with allotment holders and other land users, and delivering a programme of habitat creation/restoration work across forty sites that have already been identified across London boroughs.

The post holder will line manage the Dragon Finder Community Engagement Officer and there will be some overlap in some work areas, such as the habitat creation/restoration work that will require both post holders to work together.

The post holder will also line manage a part-time Project Administrator.

Froglife, 1 Loxley, Werrington, Peterborough PE4 5BW

Tel: 01733 602102 Email: info@froglife.org

www.froglife.org

Charity Patron: Mike Dilger



Principle duties and responsibilities:

- Sites have already been identified in the project Activity Plan and habitat plans have already been drafted, however it will be necessary to re-visit the remaining sites, re-establish contact with the relevant landowners, and review the habitat plans.
- Confirm the Activity Plan with all relevant stakeholders.
- Plan, organise and deliver the habitat creations/restorations. This will require close liaison with the Dragon Finder Community Engagement Officer to ensure wide ranging volunteer/community engagement.
- Develop and deliver a holistic volunteer training programme targeting specifically the allotment sites identified in the Activity Plan but expanding it to other potentially interested land users and others.
- Work closely with the Community Engagement Officer to develop a wide range of project materials/promotional tools.
- Assist with the promotion of the Living Atlas app. Ensure that the app is widely used.
- Ensure that the project web pages and other social media outlets are up to date.
- Work as part of the project fundraising team to ensure that the co-funding is secured.
- Undertake quarterly reports to the HLF Project Monitor and attending quarterly progress meetings.
- Undertake regular 1-2-1 meetings with the two staff member's line managed by this post and ensure that all issues/concerns are dealt with quickly and effectively. Where necessary ensure that the Conservation Coordinator and/or Chief Executive are kept informed of any major issues/concerns.
- Represent Froglife at relevant meetings outside of Dragon Finder normally within London but you may be asked on occasion to attend meetings outside of London.

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- Attend two monthly staff meetings and once a year plan a London focused staff meeting.
- Organise an annual project evaluation meeting.
- Ensure that donors and other individuals with an interest in the project are kept up to date and receive personal invites where relevant to project and general Froglife events.
- Work with the Finance Manager and the other Dragon Finder staff to ensure that the project finances are kept in good order and that expenditure is in line with the budget.
- Work with the Finance Officer and the other Dragon Finder staff to ensure that donor reports are submitted in accordance with their agreements and to an extremely high standard.

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