



JOB DESCRIPTION

Position: London Dragon Finder Habitat & Training Officer

Reporting to: London Dragon Finder Project Manager

Date: 17th December 2013

This 4.5 year project is part-way through with 39 months left to run. Due to staff changes the staffing structure of the project has been altered to reflect skills and strengths within the current team and to bring in new talent.

The Habitat and Volunteer Training Officer will be responsible for delivering habitat work across the remaining sites and for the delivery of an extensive volunteer training programme. The Habitat & Training Officer will assist the Project Manager with the delivery of an extensive community engagement programme. This post will benefit from the support of a freelance consultant in the delivery of the habitat work (this is for a limited period and will only be extended if additional funding is secured).

Principle duties:

- Review habitat plans for the remaining sites, liaise with project partners, contractors and other stakeholders, plan and deliver habitat work on each of the sites.
- Deliver an extensive volunteer training programme as detailed in the activity plan and using Froglife's established volunteer training materials.
- Recruit volunteers to assist with all deliverables of the project.
- Assist the Project Manager in the delivery of a very busy community engagement programme.
- Assist with the promotion of the project through the website, social media, press releases and promotion of the App.
- Assist with fundraising for the project to continue to raise the required co-funding.
- Attend and actively participate in an annual evaluation meeting.

Froglife, 1 Loxley, Werrington, Peterborough PE4 5BW

Tel: 01733 602102 Email: info@froglife.org

www.froglife.org

Charity Patron: Mike Dilger



Other duties

- Attend staff meetings every two months and once a year plan a London focused staff meeting.
- When necessary attend relevant meetings to promote the project.

Froglife, 1 Loxley, Werrington, Peterborough PE4 5BW
Tel: 01733 602102 Email: melanie.hamlett@froglife.org
www.froglife.org
Charity Patron: Mike Dilger

