



## Person Specification & Job Description

**Position:** Come Forth for Wildlife Trainee

**Reporting to:** Project Manager

**Duration:** 12 months (November 2020 – November 2021)

**Salary:** £6.45-£8.72ph (Dependent on age)

**Hours:** 35 hours per week (Flexibility will be required, with occasional evening and weekend work)

**Based at:** Grangemouth, Falkirk (working across Falkirk, Stirling, Clackmannanshire)

### Job description

Wildlife conservation charity Froglife currently have a full time, paid traineeship available for a period of 12 months. The trainee will be part of the Come Forth for Wildlife project team, which consists of a Project Manager and Project Assistant. This is an exciting and varied project operating across the Forth Valley, 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.

The trainee will be involved in all aspects of the project. 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; and child protection and others as identified.
- Role shadowing 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 Come Forth for Wildlife, however the trainee will have the 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.

### **Duties and key responsibilities**

- 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 Come Forth for Wildlife project.

### **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.

#### **Desirable criteria:**

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

Note: This role is subject to a Disclosure and Criminal Records check.

Deadline for applications: Midday on Wednesday the 16<sup>th</sup> of September.

Interview date: Tuesday 13<sup>th</sup> October 2020, in Grangemouth, Falkirk

Please send a two page CV and a covering letter showing how you match the essential and desirable criteria and your relevant experience to [james.stead@froglife.org](mailto:james.stead@froglife.org)