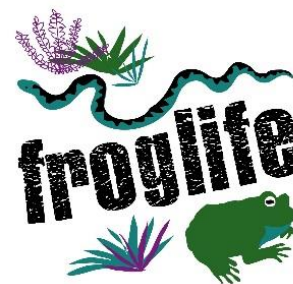


Job Description and Person Specification



Position: Discovering Dewponds Project Trainee

Reporting to: Discovering Dewponds Project Manager

Duration: 12 months

Salary: £20,000 per annum one year full time position

Location: Home-based with travel around the Sussex region

Job description

Wildlife conservation charity Froglife currently have a full time, salaried traineeship available for a period of 12 months. The trainee will be part of the Discovering Dewponds project team, which consists of a Project Manager with support from Froglife's Ecologist. This is an exciting and varied project operating in the Eastern side of the South Downs, and includes a variety of practical conservation, public engagement and education activities, particularly working with disadvantaged communities. This traineeship is designed to help the trainee gain the first step into a career in the conservation sector. We welcome applications from all backgrounds, including applicants without formal qualifications.

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. We are open to applicants with higher support needs and are willing to discuss ways to make the role more accessible.

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; event planning and delivery; project & activity-specific evaluation; communications including social media
- Training courses: first aid; safeguarding; Equalities and Diversity, and others as identified
- Role shadowing project staff across all activities

Module 2: Public engagement personal project

- The trainee will work on their own project that will engage communities in the area with amphibians, reptiles and their habitats, managing it from development to completion. This project will contribute towards the goals of Discovering Dewponds. 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: Habitat and species personal project

- As above, however this project will have a habitat creation/restoration or species specific focus

Duties and key responsibilities

- To present their personal projects to the Board of Trustees and Froglife staff at the end of their traineeship
- To work with staff on all aspects of the Discovering Dewponds 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 policies and procedures

Person specification

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

Essential criteria:

- Demonstrable passion for wildlife conservation and a desire to work in the environmental sector
- Willingness to take initiative
- Willingness to travel and work evenings and weekends
- A good team worker demonstrating loyalty and commitment to the organisation and team members
- Basic skills in MS Office
- Good written and oral communication skills

Desirable criteria:

- Demonstrable interest in herpetofauna and/or environmental education
- Demonstrable skill and interest in creative activities
- Experience using a variety of computer programs for (voluntary) work, study or hobby, for example WordPress and Google Workspace
- Full driving license, with willingness to take environmentally-friendly methods of travel when possible (public transport, bike, car-sharing)

The role is subject to a Disclosure and Criminal Records check.

Deadline for applications: Wednesday 7th June 2023, 5pm.

Interview date (in-person): Wednesday 21st June 2023.

We welcome applicants from all backgrounds, including under-represented groups. Froglife is working towards an anti-racism approach throughout our work.

We are happy to discuss flexible working options.

To apply, please send a CV (no longer than 2 pages) and a covering letter (no longer than 2 pages) showing how you match the essential and desirable criteria to:

vacancies@froglife.org. Include your name in the subject line of the application email.

Complete the Equality, Diversity and Inclusion survey here:

<https://forms.gle/5AHgppWkuT1CUZJ39>

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