



Job Description and Person Specification

Position: Coalface to Wildspace Ayrshire, South Lanarkshire & the Lothians Trainees

Reporting to: Coalface to Wildspace: Ayrshire, South Lanarkshire & the Lothians Project Manager

Duration: 12 months

Salary: £13,879.32 based on 3x days per week

Hours: 21 hours per week (Flexibility is required and working hours will include evenings and weekends for which TOIL is accrued.)

Office: Froglife office in one of the regions; most of the time will be spent delivering project activities.

Wildlife conservation charity Froglife are offering a paid traineeship for the Coalface to Wildspace Scotland project. The project will transform wildlife habitats in green spaces across the most disadvantaged areas of Ayrshire, South Lanarkshire, and the Lothians, with a focus on amphibians and reptiles. The Trainees will learn about habitat management and monitoring, and public engagement, and gain the skills and experience needed to secure employment in wildlife conservation, plus transferrable skills for other employment options. The project is particularly focusing on communities that are currently under-served by the Heritage Sector. This role will support a project made possible by funding from the National Lottery Heritage Fund thanks to National Lottery players.

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.

Module 1: Induction, core training and role shadowing

- Core skills training in habitat management, species identification, surveying and monitoring, conservation education and public engagement.
- Training courses, according to training needs analysis.

Module 2: Habitats and species

- Amphibians and reptile ecology
- Habitat management
- Creating and managing a wildlife pond
- Creating and Manage Terrestrial features for amphibians and reptiles
- Surveying and monitoring species and habitats
- Health and safety; risk assessments

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Charity Patrons: Jules Howard, Kate Bradbury & Prof. Roger Downie



Module 3: Core skills and experience

- Publicity and social media in the conservation sector
- Working with volunteers
- Event & session planning and delivery
- Working with schools
- Presentation skills
- Introduction to management and recruitment
- CV and job applications

Module 4: Personal project

The personal project can focus either on habitats and species, or on volunteers and working with schools.

General responsibilities

- To contribute to all elements of the project.
- To work with the wider Froglife team to contribute towards specific organisational aims and projects.
- To act as a responsible ambassador for Froglife, promoting the organisation and its work, networking, and building positive relationships with appropriate individuals and organisations.
- To encourage and maintain professional standards.
- Take reasonable care for the health and safety of themselves and of others who may be affected by their acts or omissions at work.

Person specification

Preference will be given to people who are not currently employed within the conservation sector, but who have volunteer experience or can demonstrate clear passion for UK wildlife conservation.

Essential criteria:

- Demonstrable passion for wildlife conservation and a desire to work in the conservation sector.
- Must be able to use own initiative and be able to manage work priorities.
- Willingness to travel throughout Ayrshire, South Lanarkshire, and the Lothians.
- A good team worker demonstrating loyalty and commitment to the organisation and team members.
- Proficient at using MS Excel, PowerPoint, Word, and Outlook.
- Good written and oral communication skills.

Desirable criteria:

- Demonstrable interest in amphibians and reptiles and/or environmental education.
- Commitment to green travel.
- Commitment to environmental best practice
- Commitment to Equalities, Diversity and Inclusion
- Experience within any of the following areas: publicity, social media, community engagement.

Please refer to the Project background information for more information about the project.

The role is subject to a Disclosure Scotland check.

We welcome applicants from all backgrounds, including under-represented groups.

We are happy to discuss flexible working options.