

Job Description and Person Specification

Position: London Blue Chain Project Trainee

Reporting to: London Blue Chain Project Manager

Duration: 12 months

Salary: £24,960 per annum

Hours: Full-time (Flexibility is required and working hours will include evenings and weekends for which TOIL is accrued)

Office: A mix of working from home (typically 2 days per week), on site, and in local offices based in Southeast London

Wildlife conservation charity Froglife currently have two full-time, paid traineeships available for a period of 12 months. The trainees will be part of the London Blue Chain team, which consists of a full-time Project Manager and the other trainee. The project will be working along the Green Chain running through Bexley, Greenwich, Bromley, Lewisham, Southwark and Lambeth. It includes a range of practical conservation, public engagement and education activities. These traineeships are designed to help the trainee gain their first step into a career in the conservation sector.

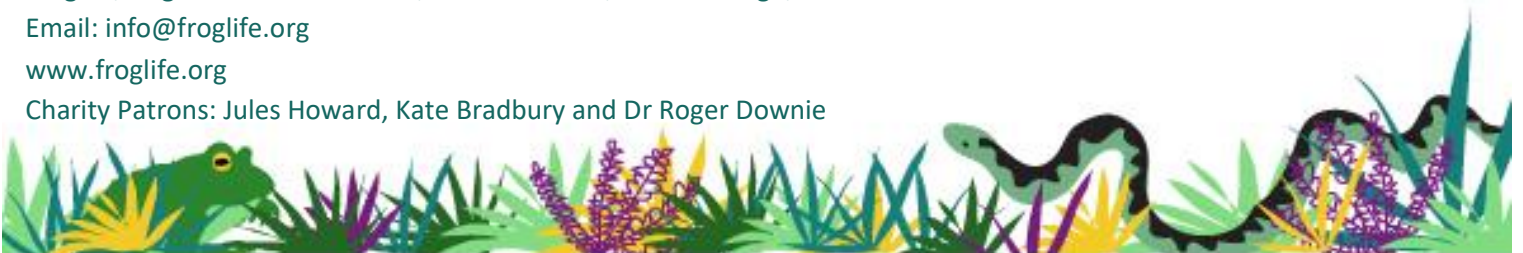
We are encouraging applicants that reflect the diversity of the communities living in the boroughs that we will be working in.

Froglife, Brightfield Business Hub, Bakewell Road, Peterborough, PE2 6XU

Email: info@froglife.org

www.froglife.org

Charity Patrons: Jules Howard, Kate Bradbury and Dr Roger Downie



Throughout their time with Froglife the trainee will identify and work on personal career goals supported by work experience, work shadowing, informal and formal training and supported study.

The trainee will be involved in all aspects of the Blue Chain project, which you can read more about at <https://www.froglife.org/london-blue-chain/>. 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, pond creation, species identification, surveying and monitoring, conservation education
- Training courses: first aid, safeguarding, and others as identified
- Work experience and role shadowing with London Blue Chain Project Manager 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 London Blue Chain, however the Trainee will have the opportunity to further develop specific elements of the project depending on their interests.

Module 3: People and Engagement Personal Project

- As above, however this project will be of a public engagement and/ or education nature.

General responsibilities

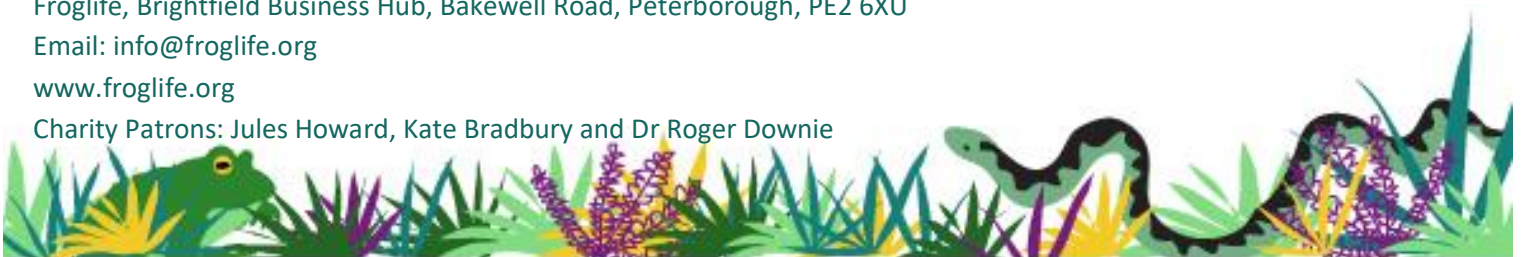
- Habitat management
- Creating wildlife ponds
- Surveying and monitoring wildlife ponds
- Working with schools, colleges and youth services
- Working with volunteers and community groups
- Event planning, coordination and delivery
- Desk-based tasks, e.g. emailing, attending online meetings and data entry
- To work with the wider Froglife team to contribute towards specific organisational aims and projects.

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- 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 are volunteering in/ have recently volunteered in/ can demonstrate clear passion for the UK conservation sector.

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 your work priorities.
- Willingness to travel on public transport, across the length and breadth of the project area in South London and work unsocial hours.
- A good team worker demonstrating loyalty and commitment to the organisation and team members.
- Excellent time keeping and punctuality.
- Excellent communication skills.
- Proficient at using MS Excel, PowerPoint, Word and Outlook.
- Good written and oral communication skills.
- Physically-able to carry out an active, outdoor job – digging ponds, walking medium distances, handling tools, carrying equipment.

Desirable criteria:

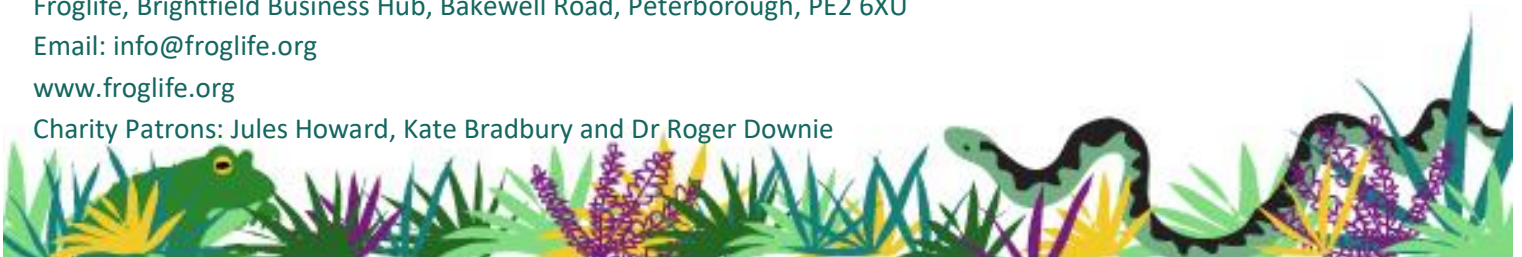
- Demonstrable interest in amphibians and reptiles and/or environmental education.
- Experience with WordPress and/ or other website development software.
- Commitment to green travel; full driving licence for where this is not possible.
- Experience with QGIS and/ or other mapping software.
- Proficiency at using social media platforms such as Instagram, TikTok and Facebook.
- Experience within any of the following areas: marketing, publicity, Equality Diversity and Inclusion, community engagement.
- Experience using basic design software such as Canva.
- Geographical and demographic knowledge of the project area.

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

We welcome applicants from all backgrounds, including under-represented groups.
We are happy to discuss flexible working options.

Funded by: The National Lottery Heritage Fund

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