



## **Application Pack**

### ***Bees for Everyone* Conservation Officer (Scotland)**

**Advertised January 2012**

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# 1. Job advertisement

**A unique opportunity to join a successful and growing conservation charity at an exciting time!**

## ***BfE Conservation Officer (Scotland)***

***Starting salary £19 – 23.5k + 7% pension***

Duration: 32 months.

The Bumblebee Conservation Trust seeks to appoint an experienced, enthusiastic and highly capable individual to deliver work as part of our three-year *Bees for Everyone* project. This exciting and innovative UK-wide project aims to raise awareness of bumblebees and to support rare species through active conservation work to provide the flower-rich habitats they need.

As a *BfE* Conservation Officer (Scotland) you will deliver these aims in some of the most beautiful areas of Scotland – the Hebrides, Orkney and the rugged north coast. You will be based on the picturesque campus at the University of Stirling and will travel extensively in the summer months. Your work will focus on areas surrounding rare bumblebee populations, including the charismatic Great Yellow.

With experience of habitat management and conservation, particularly of grassland habitats, you will have a genuine enthusiasm for bumblebees. You will also have experience of working with farmers and other land managers, together with excellent communication skills and demonstrable flair for delivering engaging talks and other events.

For more information, visit [www.bumblebeeconservation.org](http://www.bumblebeeconservation.org)  
To discuss the post informally please phone Ben Darvill on 01786 467819.

The closing date is 5pm, Friday 17<sup>th</sup> February, with interviews held on the 5<sup>th</sup> or 6<sup>th</sup> March in Stirling (Scotland).

The *Bees for Everyone* project has been generously supported by several funders, including the Heritage Lottery Fund, Scottish Natural Heritage and an anonymous CAF donor.

Charity number: 1115634



## **Bumblebee Conservation Trust**

For an application pack, please visit our website, where you will find details about the post and the application process.

[www.bumblebeeconservation.org/news](http://www.bumblebeeconservation.org/news)

To discuss the post informally please contact Ben Darvill on 01786 467819.

*Bumblebee Conservation Trust*  
*University of Stirling*  
*Stirling*  
*FK9 4LA*

**Tel:** 01786 467818

**email:** [enquiries@bumblebeeconservation.org](mailto:enquiries@bumblebeeconservation.org)

*Closing date:*

***FRIDAY 17th February 2012***

**Interview dates:**

**5<sup>th</sup> or 6<sup>th</sup> March.**

*Saving the sound of summer*

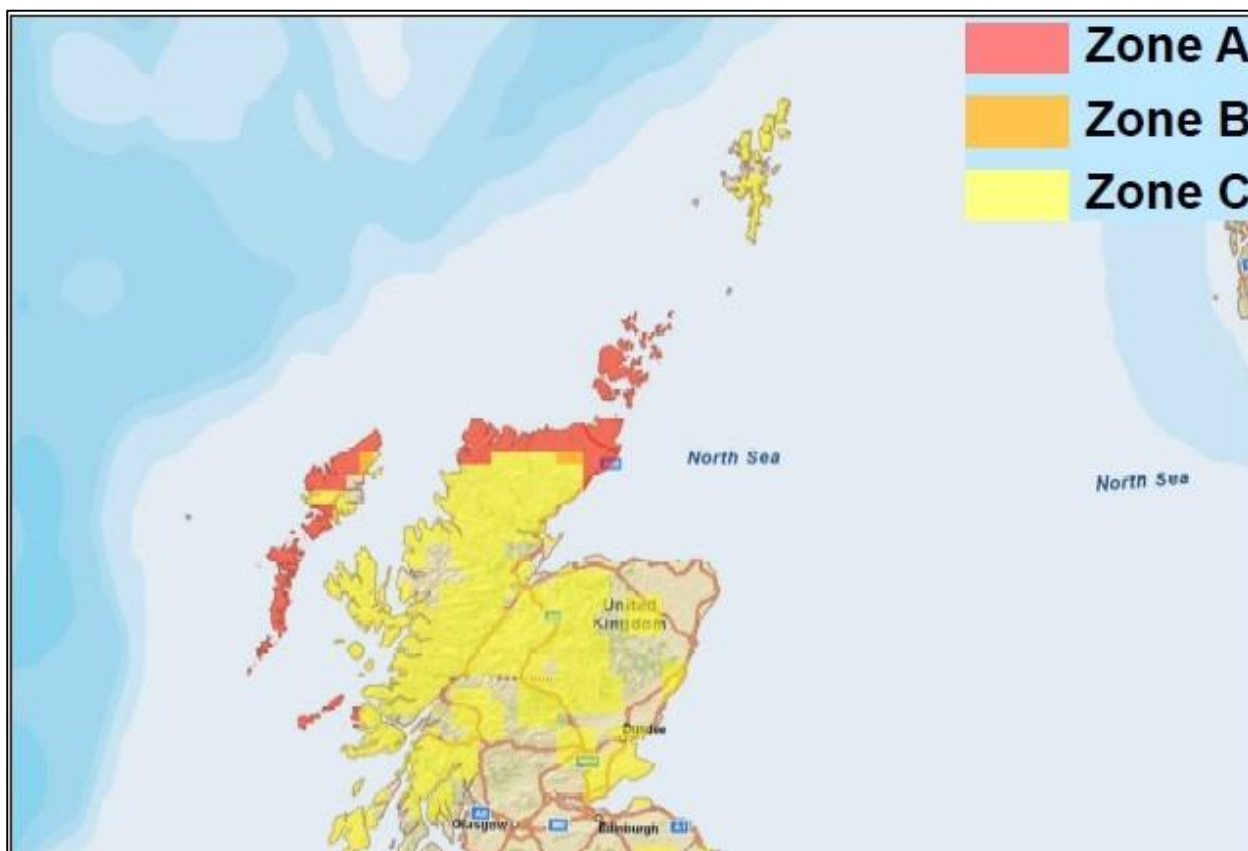
## 2. Background to the post

This is an exciting time to join the Bumblebee Conservation Trust. During the past five years, since our launch in 2006, we have been effective in delivering a range of projects and initiatives, raising awareness among the general public and creating flower-rich habitats to support bumblebee populations. The Trust has also been growing and developing, with substantial increases in membership (now over 7,500).

With generous support from the Heritage Lottery Fund, an anonymous CAF donor, Scottish Natural Heritage and other funders we are launching our 'Bees for Everyone' (*BfE*) project. This will allow us to take another significant step forward and *BfE* project staff will play an important role in our development. Project funding will allow us to significantly expand our conservation and outreach teams, and our delivery in these areas. A redesign and relaunch of our website will be complemented by improvements to the design and content of printed materials. Once initial preparatory work has been completed, a national media launch in spring/summer 2012 will significantly raise our profile and generate further support and interest.

The *BfE* Conservation Officer (Scotland) will be part of the *BfE* team, comprising Outreach Manager, Outreach Officer, Conservation Manager, Senior Conservation Officer and three Conservation Officers. The successful applicant will deliver conservation elements of the *BfE* project in defined areas of Scotland, along with supporting outreach events. They will report to the Conservation Manager to ensure effective and coordinated delivery.

The main areas for face-to-face work, some of the most scenic parts of Scotland, will be visited during field trips in the summer months. These areas are indicated as 'Zone A' in the map below.



## 3. About the Bumblebee Conservation Trust

### Background

The Bumblebee Conservation Trust is a UK-based national charity (No. 1115634) and a Company Limited by Guarantee (No. 05618710). The Trust was established in May 2006 in response to ongoing declines in many bumblebee species, due primarily to habitat loss through agricultural intensification. In the last 70 years two species have become nationally extinct whilst populations of several others have crashed dramatically. Over one third of social bumblebee species are now UK Biodiversity Action Plan priorities. Bumblebees are 'keystone' pollinators, integral to our natural environment, and providing significant economic benefits through pollination of crops. We aim to help bumblebees and the habitats that they depend on through conservation and education.

### Our vision

*“Our communities and countryside are rich in bumblebees and colourful flowers, supporting a diversity of wildlife and habitats for everyone to enjoy.”*

### Our strategic aims

- The prevention of the extinction of the UK's rarest bumblebees
- A long-term future for all our bumblebees and other pollinators which support ecosystem service provision
- The protection, creation and restoration of flower-rich habitats
- An increase in the understanding and appreciation of bumblebees

### Our objectives

1. **Habitat provision.** An increase in the availability of flower-rich habitat nationally, year-on-year, aiming to halt or reverse bumblebee declines by 2020. The avoidance of further extinctions during this same time period.
2. **Policy support.** To be effective in influencing policy-makers for the benefit of bumblebees and other pollinators.
3. **Public engagement.** A year-on-year increase in public understanding and awareness, leading to concern, action and support for bumblebee conservation.
4. **Provision of information.** A significant improvement in the dissemination of evidence-based knowledge and best practice.
5. **Adding to knowledge.** The ongoing identification of knowledge gaps which are a barrier to practical conservation or policy-level support, and the rapid closing of the highest priority knowledge gaps.

## 4. Job description

### Introduction:

*Bees for Everyone* is an ambitious new UK-wide project that aims to:

- 1) support rare bumblebees throughout the UK through active conservation work to safeguard, restore and create valuable bumblebee habitats
- 2) to raise public awareness of the importance of bumblebees and the problems that they face, inspiring individual action

**Job title:** *Bees for Everyone* Conservation Officer (Scotland)

### Job purpose:

The post holder will be responsible for the effective delivery of and the main point of contact for *Bees for Everyone* in defined areas of Scotland.

Working closely with the other *BfE* Conservation Officers and the Conservation Manager, the post holder will work to raise awareness of the importance of healthy bumblebee populations and to initiate conservation work where it is needed most.

**Reporting to:** Conservation Manager

**Responsible for:** *BfE* conservation volunteers

### Main responsibilities:

- Undertake site visits in target areas to enable habitat provision. Liaise with and advise land managers and land management advisers on bumblebee-friendly practices, promoting wherever possible long-term management and habitat restoration under an agri-environment agreement or *BfE* management plan
- Develop, deliver and/or support local projects to provide bumblebee habitat in target areas and/or raise awareness
- Establish partnerships with conservation NGOs and other organisations to promote bumblebee friendly management and raise awareness
- Deliver a series of talks, walks and other events to raise awareness of bumblebees in targeted areas, providing a personal experience with bumblebees and training people in bumblebee identification
- In collaboration with other *BfE* Conservation Officers, plan and deliver a Bumblebee Conservation workshop including sessions from specialist speakers, aimed at conservation professionals and land managers
- Assist the *BfE* Outreach Manager in the development of interpretive materials, including provision of content, and distribute materials upon production
- Promote the project through input to the BBCT blog, writing regular project updates in BBCT's *Buzzword* newsletter and providing information and written material for external publications including press releases, articles and online content aimed at target areas
- Where appropriate, work with statutory agencies nationally to increase habitat provision for bumblebees in target areas
- Support others to influence policy at a national and regional level, only contributing directly where deemed high priority and through minimal time input

- Manage volunteers as required to deliver the conservation and awareness-raising outputs of the project
- Provide written reports, maintain accurate records and complete regular evaluation of the conservation work undertaken throughout the project
- Contribute to the overall outputs of the BBCT team and carry out duties with due regard to the well being and safety of others at all times
- Undertake any other duties commensurate with the nature of the post as deemed appropriate and by agreement with the BfE Conservation Manager.

## 5. Person specification

### The successful candidate will have:

#### Essential:

- Direct relevant experience of habitat conservation and management
- An environmental, ecological or agricultural degree, or equivalent knowledge acquired by other means
- Good field and botanical skills including the ability to identify key bumblebee forage plants
- Experience of grassland conservation and management
- Experience of delivering talks, training courses and other events
- Excellent communication skills – for both written and spoken communication, with good negotiation skills
- Experience of working with farmers and other land managers, with an understanding of agricultural issues including agri-environment schemes
- Computer literate including confident use of MS Outlook, Word, Excel and PowerPoint
- Full driving licence and access to own vehicle for work use with a willingness to travel to meetings and sites within the designated working area as well as occasional long-distance trips within the UK
- Willingness to work some weekends and evenings, with overnight stays away from home on occasion

#### Desirable:

- Knowledge of bumblebees and invertebrate surveying, preferably with good bumblebee identification skills
- Direct, relevant experience of habitat restoration and creation
- Experience of working effectively in partnership with other organisations
- An understanding of the UK Biodiversity Action Plan process
- Experience of working with and/or management of volunteers

## 6. Summary of terms and conditions of employment

### **Terms and conditions:**

This is a fixed-term position for the duration of the three-year *Bees for Everyone* project.

**Starting salary:** £19,000 – 23,500

**Location:** BBCT Head Office, Stirling University

**Duration:** 32 months

### **Pension:**

BBCT will pay a sum equivalent to 7% of your gross salary into a stakeholder pension scheme.

### **Hours of work:**

The post holder will be employed full time with normal working hours of 35 hours per week. Working will be flexible and may include some evening and weekend work. Time-off-in-lieu will be allowed for all overtime worked.

### **Annual leave:**

Full-time employees are entitled to 35 days inclusive of Bank Holidays.

### **Probationary period:**

All appointments have a minimum six-month probationary period.

### **Policies and procedures**

We have policies designed to ensure the safety and well being of both workers and volunteers e.g. health and safety, lone working.

## 7. Recruitment and selection process

The Bumblebee Conservation Trust is working towards Equal Opportunities. This means that when carrying out our work and in the employment of staff to undertake this work, we will seek to ensure equality of treatment for all persons regardless of ethnicity, gender, age, marital status, disability, religion, sexual orientation, or economic status. Applications are welcome from all minority groups.

### **Pre-employment checks:**

We will require a minimum of two appropriate references and will check original documents proving your qualifications, identity, immigration status and right to work in the UK before you can start work with us.

You will be asked to provide details of any current criminal convictions.

### **National Insurance Number:**

If you do not have a National Insurance number contact either DWP Homepage - Department for Work and Pensions or telephone the National Insurance registration helpline on 0845 915 7006 to register. Opening hours are 08:00 to 17:00 Monday to Friday.

### **How we use your personal information:**

The information which we gather from you during the recruitment and selection process is retained and processed in accordance with the provisions set out by the Data Protection Act 1998 (DPA).

Please note that by submitting an application for employment, you are also agreeing to the Bumblebee Conservation Trust processing such information as may be necessary to assess your application, provided that proper regard is had to the data protection principles in force.

If your application is successful, the information you provide will be retained and will form part of your personnel file. If you are not offered work with the Bumblebee Conservation Trust, all documentation related to your application will normally be confidentially destroyed after a period of six months.

### **How to apply:**

If you are interested in joining us, please complete the enclosed application form and return by email to [enquiries@bumblebeeconservation.org](mailto:enquiries@bumblebeeconservation.org) by: **5pm, Friday 17<sup>th</sup> January 2012**

In order to ensure that all applicants are assessed equally and fairly, applications will only be accepted on the form provided.

Shortlisted applicants will be invited to attend for interview in Stirling on the 5<sup>th</sup> or 6<sup>th</sup> March. Interview by Skype may be considered if travel distances are large.

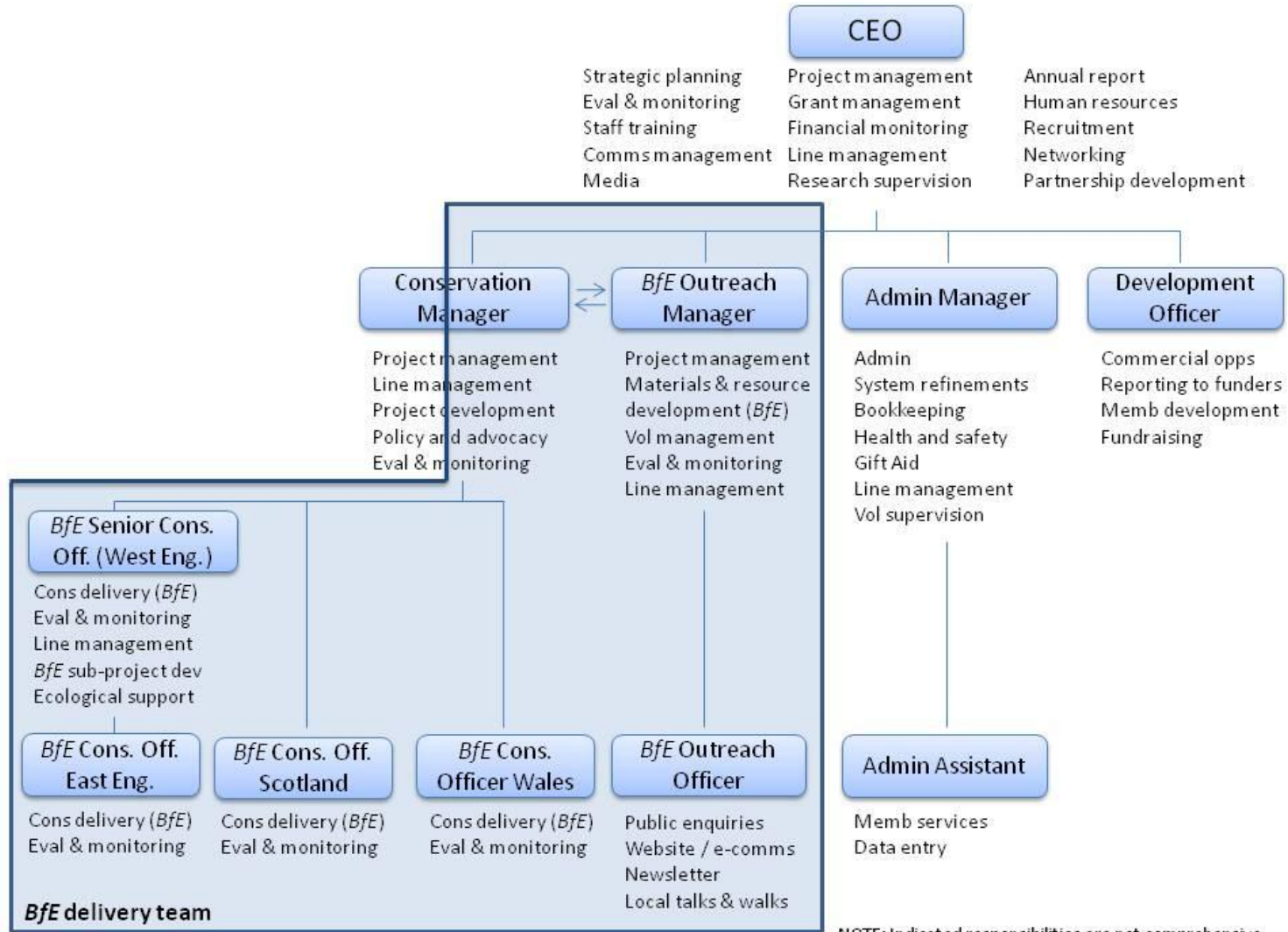
### **References:**

Referees should be your present and last employer. They should have had either managerial or supervisory responsibility for your work, and not be colleagues, subordinates or friends. Where appropriate (i.e. when this is your first employment), a tutor's reference and a personal reference or similar will be acceptable.

Referees will be provided with a copy of the job description and person specification for the vacancy. If there are concerns about any reference, the referee will be contacted to discuss this.

BBCT reserves the right to approach any previous employer.

## 8. Organisation chart (following recruitment)





**Bumblebee  
Conservation Trust**

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**APPLICATION FORM**

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<p><b>PLEASE COMPLETE AND RETURN TO:</b></p> <p>Recruitment Bumblebee Conservation Trust University of Stirling Stirling FK9 4LA</p> <p>enquiries@bumblebeeconservation.org</p>	<p><b>APPLICATION FOR THE POST OF:</b></p> <p><b><i>BfE Conservation Officer (Scotland)</i></b></p> <p>-----</p> <p><b>Closing date:</b></p> <p><b>FRIDAY 17<sup>th</sup> February 2012 (5pm)</b></p> <p>-----</p>
<p><b>Notes:</b> Complete in black pen or typescript for copying purposes</p> <p>Please answer all questions</p> <p>Please <b>DO NOT</b> attach a CV</p>	

Surname	Forename
---------	----------

Address	Postcode
---------	----------

Daytime phone no	Evening phone no
E mail address	

## Present or most recent employment

Post	Since what date
Employer	
Full time <input type="checkbox"/> Part time <input type="checkbox"/> (please tick/double click to select)	Current salary
Are you still employed? Yes <input type="checkbox"/> No <input type="checkbox"/> (please tick/double click to select)	
If <b>yes</b> , amount of notice required	
If <b>no</b> , the date employment ended and reason for leaving	
Work permit required Yes <input type="checkbox"/> No <input type="checkbox"/> (please tick/double click to select)	

**Previous employment** (please list in chronological order beginning with the most recent)

Name and address of employer	Position	Full/Part time	Dates from/to	Reason for leaving

**Education undertaken**

School/College/University	Dates from/to	Qualifications (State levels, grade and date acquired)

**Membership of professional bodies**

Name of institute/professional body	Current level of membership	Membership Number

**Details of voluntary activities, interests and experience (please list)**

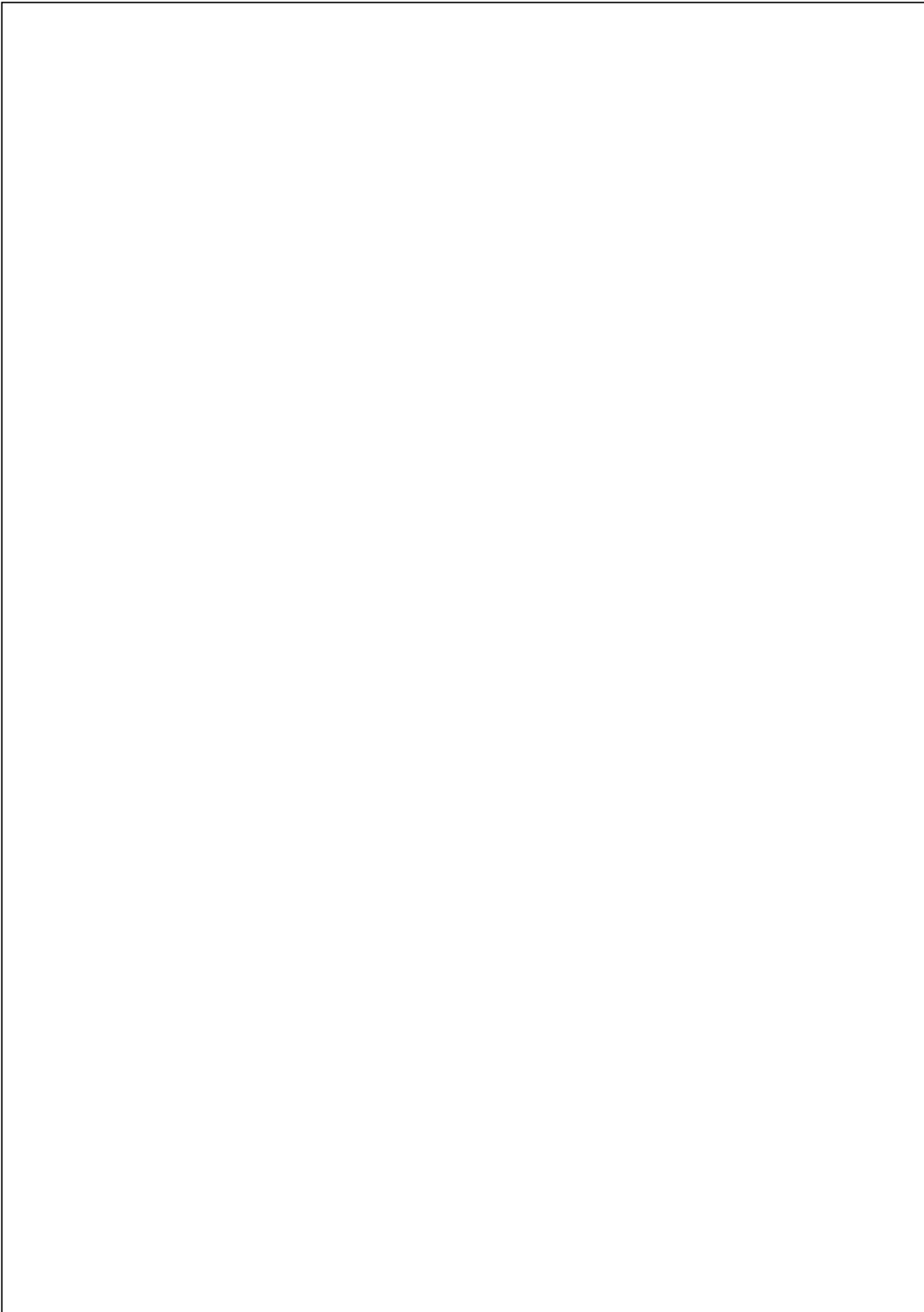
**Training and development**

Please include details of any training (e.g. courses, seminars) and development (special projects, personal development courses) relevant to your application

Please continue on a separate sheet if necessary

**Please state in your own words how your education and knowledge, skills and experience and attitudes enable you to fulfill the requirements of the post. Please look carefully at both the job description and person specification to help you respond to this question.**

*Please do not exceed two A4 sides*



### Other Details

Do you have a full driving licence Yes  No  (please tick/double click to select)

Do you have access to a car to use at work Yes  No  (please tick/double click to select)

Do you have the legal right to live and work in the UK? Yes  No  (please tick/double click to select)

Is this subject to having a work permit? Yes  No  (please tick/double click to select)

You will need to produce photographic identification and proof of the above if you are called to interview.

### Health and Disability

Do you have a disability as defined by the Disability Discrimination Act 2005?

Yes  No  (please tick/double click to select)

Will you require any reasonable adjustments to be made as part of the recruitment process?

Yes  No  (please tick/double click to select)

### Criminal Record

Please give details of any unspent criminal offences in accordance with the Rehabilitation of Offenders Act (Exceptions) Order 1975 and/or (Northern Ireland) 1979.

## Referees

Give details of TWO people, not related to you, who will be approached as to your suitability for the post. The first should be your present employer or your last employer if you are not currently employed. The second should be someone who is able to comment on your work abilities.

Name	
Address	
Daytime phone no	Evening phone no
Relationship to applicant	
Please tick if you prefer that we do not contact this referee prior to interview <input type="checkbox"/>	

Name	
Address	
Daytime phone no	Evening phone no
Relationship to applicant	
Please tick if you prefer that we do not contact this referee prior to interview <input type="checkbox"/>	

## Data protection

I confirm that, to the best of my knowledge, the information on this form is correct.

I accept that if any of the enclosed information is found to be untrue after my appointment, I may be liable for dismissal without notice.

I hereby authorise you to take up references from my present employer, my previous employer(s) or the people that I have submitted as personal referees before / after interview **as I have indicated**. In addition, I hereby authorise you to take up other reference checks as you may deem appropriate.

Information from this application may be processed for purposes registered by the Employer under the Data Protection Act 1998. Individuals have, on written request and on payment of an administration fee of £10, the right of access to personal data held about them.

I hereby give my consent to the Bumblebee Conservation Trust processing and retaining the data supplied in this application form for an appropriate period of time for the purpose of recruitment, selection and employment.

Signed

Dated

**Please also complete and return the Equal Opportunities Monitoring Form**

## EQUAL OPPORTUNITIES MONITORING FORM

The Bumblebee Conservation Trust operates an Equal Opportunities policy and no person will be discriminated against in seeking employment or during such employment with the Trust on the grounds of age, disability, ethnic origin, gender, marital status, political allegiance, race, religious belief, sexual orientation, responsibility for dependants or unrelated criminal convictions.

The following information will be used only for monitoring our Equal Opportunities Policy and will not be used for any other purpose. It will be separated from the application form before short-listing and kept confidentially.

Post applied for:- .....

Gender M  F

Date of birth ..... Age .....

Do you consider yourself disabled? Yes  No

Registration no's if applicable :- .....

Please describe your ethnic origin by ticking one of the following boxes:-

European White

European Black

White other  .....

Afro-Caribbean

African

Asian

Other  .....

Where did you see this post advertised?

.....