

**JOB DESCRIPTION AND PERSON SPECIFICATION**

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| Job Title: | Conservation Officer |
| HBC Grade: | MGET F |
| Service: | MGET |
| Division: | MGET |

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| **Main Purpose of the Role** |
| To support the objectives and actions of Mersey Gateway Environmental Trust, with a particular focus on enabling the increase in biodiversity, education of the public and nature related research within the Charity’s area of interest. |

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| **Key Duties** | |
| **1** | To carry out site visits, assist in collecting ecological data, reporting and analysing data. |
| **2** | To assist the Trust in the identification and preparation of funding opportunities and to carry out project tasks. |
| **3** | To create content for, grow and expand the digital accounts, as well as being in charge of monitoring activity on MGET’s accounts. |
| **4** | To assist project staff or researchers in the field. |
| **5** | To identify and approach external organisation and stakeholders for ideas exchange and collaboration. |
| **6** | To continue to grow our public engagement portfolio. |
| **7** | To be involved in volunteer liaison. |
| **8** | To be actively engaged with stakeholders and the public. |
| **9** | To provide administrative support to the team, for example taking notes of meetings, archiving research material. |
| **10** | To support the Trust in its policies and ensure that basic updates in its policies, projects and risk assessments are maintained. |
| **11** | To act as an advocate and representative of MGET. |
| **12** | Undertake any other duties and responsibilities as may be assigned from time to time, which are commensurate with the grade of the job. |

MGET holds strong social responsibility ideals, environmental sustainability is at the heart of the organisation and is committed to safeguarding and promoting the welfare of children, young people and adults and expect all staff, workers and volunteers to share its commitment.

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| **Education / Qualifications** | **Essential** | **Desirable** | **How Identified** |
| Educated to degree level, or relevant experience within the nature support sector.  English and Maths at GCSE level grade 4 or better (or equivalent) | Hold a natural environmental qualification particularly in ecology, zoology or botany. | All essential qualification certificates must be presented at interview. |

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|  | **Experience** | **Knowledge** | **Skills & Abilities** | **How Identified** (delete as appropriate for each criteria) |
| **ESSENTIAL** | Experience in fieldwork/ collection ecological data | Basic knowledge of the British natural environment | Keeping records of work undertaken and outcomes | Application / Interview /~~Assessment~~ |
|  | Desire and passion to learn and improve knowledge on native ecology and estuaries. | Physical ability to conduct field surveys in daylight hours; walking extensively on uneven ground and challenging habitats. | Application / Interview /~~Assessment~~ |
| Experience writing basic reports. | Basic knowledge of habitat management. | Excellent organisational / admin skills | Application / Interview /~~Assessment~~ |
| Experience in environmental education and community engagement, e.g. through volunteering. | Creation of social media content (written and visual) | Strong social and inter-personal skills both face-to-face and digitally | Application / Interview /~~Assessment~~ |
| Experience of producing promotional materials | Strong computer literacy (Microsoft Office, WordPress) | Ability to set performance objectives and ensure these are achieved | Application / Interview /~~Assessment~~ |
| Reliability, good attendance and work performance |  | A strong level of the English language. Ability to communicate with the emphasis on how well it is done in terms of appropriateness, sensitivity and the capacity to deal with unfamiliar topics. | Application / Interview ~~/Assessment~~ |
|  |  |  | Work as a team player | Application / Interview ~~/Assessment~~ |
| **DESIRABLE** | Experience of working in a research or charity environment | Knowledge of health and safety in the natural environment | Ability to network and connect to a variety of stakeholders | Application / Interview ~~/Assessment~~ |
| Experience of lone working | Knowledge of GIS (Geographical Information Systems) | Ability to work on the differing tasks identified in the Job Description at the same time | Application / Interview ~~/Assessment~~ |
| Experience of public speaking | Knowledge and interest in the local and national ecology and nature conservation practices. | Ability to work flexibly, including regular evening and weekend days | Application / Interview /~~Assessment~~ |
| Experience working with databases**,** archiving reports/publications |  |  | Application / Interview /~~Assessment~~ |
| Experience working with reports, policies and other records to document the charities work |  |  | Application / Interview /~~Assessment~~ |
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| **Other Requirements** | **Essential** | **Desirable** | **How Identified** |
| A genuine desire to improve the aquatic and terrestrial environment of the MGET area. |  | Interview ~~/ Assessment / Documentation~~ |
| Full driving licence and access to transport. |  | ~~Interview / Assessment~~ / Documentation |
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Please note: Front line posts with direct customer contact should include a statement detailing the spoken English language requirements of the post.

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This job description is not intended to be either prescriptive or exhaustive; it is issued as a framework to outline the main areas of responsibility.