

## **JOB DESCRIPTION**

### **SENIOR BIODIVERSITY AND PLANNING OFFICER – Maternity Cover (Buckinghamshire)**

Hours of work: 35 hrs per week, can be flexible for the right candidate

Type of contract: Fixed Term (6 months with a potential extension)

Based at: Home working or College Lake, Bulbourne, Buckinghamshire

Salary Band: C

## **BACKGROUND**

The Berkshire, Buckinghamshire and Oxfordshire Wildlife Trust (BBOWT) is the only charity working to safeguard wildlife and natural landscapes across the three counties. Founded in 1959 by a small group of volunteers, we now have more than 27,000 memberships and 1,700 volunteers. We own or manage more than 80 nature reserves and work in partnership on conservation projects with local communities, businesses, landowners and local authorities. Each year around 12,000 schoolchildren visit our four education centres. We have strong finances, with an annual turnover of £6 million and we're proud of our highly effective and dedicated team of 150 staff.

BBOWT is part of a national network of 46 Wildlife Trusts, which means our work has a bigger impact, making a difference for wildlife beyond our three counties.

Our 'Wilder' plan for 2021-2026 sets one simple overarching aim: to create more nature everywhere. To do this, we need to inspire people to take action and do all we can to restore wilder landscapes.

Our three main goals are to:

- Put nature into recovery
- Empower people to act for nature
- Secure our future

## **JOB PURPOSE**

BBOWT recognises that the conservation of biodiversity is vital in the wider countryside, not just within Trust nature reserves. The post holder will ensure that BBOWT seeks opportunities to prevent negative impacts and promotes positive outcomes for wildlife from development. This will be both at the strategic level, in influencing development frameworks, and through pursuing green infrastructure provision in major developments.

## **REPORTING LINE**

Reports directly to the Head of Planning, Policy and Advocacy

## **STAFF MANAGEMENT**

This post has no line reports

## **BUDGETARY RESPONSIBILITY**

No budgetary responsibility

## **KEY RESPONSIBILITIES**

- Contribution to the Trust's strategic aims in Buckinghamshire by positively influencing planners and developers

- Represent the Trust on planning, policy and wider countryside issues in Buckinghamshire
- Provide biodiversity net gain guidance to local authority planners and developers
- To promote the conservation of biodiversity in Buckinghamshire, outside of BBOWT nature reserves
- To represent the Trust on appropriate forums and at meetings to influence decision making for the benefit of wildlife
- To respond to consultations and other appropriate communications where these provide significant opportunities for biodiversity benefit
- To act as a contact point for liaison with other organisations working in the environmental sector in Buckinghamshire
- To attend and present evidence at planning inquiries, examinations in public and committee meetings
- To represent BBOWT's interests in collaborations with other environmental stakeholders and within conservation-related forums in Buckinghamshire.
- To represent the Trust on conservation issues to the media and at appropriate public events
- To give advice and support to other staff on conservation issues including the provision of briefings for lobbying, campaigning and strategic development to the Chief Executive
- As appropriate, to inform local BBOWT volunteers and members of conservation issues with which the Trust is involved
- To manage the Planning Volunteer and ensure they remain engaged and supportive
- Adhere to all Trust policies, procedures and systems. To represent the Trust in a professional manner and to act at all times in a manner which will not damage its reputation.
- To ensure that all health and safety obligations are met in all aspects of the role, to provide regular reports as required
- To engender a culture of membership recruitment within the team
- Any other duties as delegated by the line manager, Head of Department or Chief Executive

**PERSON SPECIFICATION**

	Essential	Desirable
3 years' experience in biodiversity related work	✓	
Degree or equivalent in a relevant discipline	✓	
Proven knowledge of ecological principles and habitat management	✓	
Knowledge of habitat and species evaluation	✓	
Knowledge of the Town and Country Planning system and environmental and/or ecological impact assessment	✓	
Proven ability to influence the planning system		✓
Excellent interpersonal and liaison skills	✓	
Clear communication and presentation skills	✓	
The ability to write clear and coherent reports	✓	
The ability to deal with the public, Trust members and volunteers in a friendly, professional manner in all situations	✓	
A current UK valid driving licence	✓	
Use of a vehicle for business purposes		✓
Knowledge of the agri-environment schemes		✓
Proven ability in influencing and advocacy		✓
Budgetary and work planning skills and experience		✓
Volunteer management skills and experience		✓
Experience of working with the media		✓
Experience of Word and Excel	✓	
Experience of, GIS systems and		✓
Ability and willingness to demonstrate the BBOWT values of Integrity; Respecting Others; Personal Responsibility; Team Work; and Learning Culture	✓	

**MEASUREMENTS OF SUCCESS**

- Quality of responses provided to consultations and enquiries
- Positive influences achieved on planning issues
- Effective briefings provided for staff, trustees and volunteers on conservation issues and campaigns
- Effective representation of the Trust on wider countryside issues in Buckinghamshire
- Effective integration of wider countryside work with work programmes of colleagues
- Efficient co-ordination with planning colleagues in Oxfordshire and Berkshire