

Job Description

Ecology Intern

Hours of work: 2 days (14 hours) per week (flexible in how worked)

Type of contract: Fixed Term for 12 months

Based at: Compass House, Farmoor, Oxford, with potential for some home working. Travel to BBOWT nature reserves as required.

Croner rank: 7

Job Purpose

Support the ecology team to collect, analyse, and report on, vital survey data.

Reporting Line

The post holder will report to the Senior Ecologist.

Line Management

The Ecology Intern has no line reports.

Key Responsibilities

- Data entry of ongoing survey data collected from BBOWT nature reserves
- Assist in analysing survey data and report writing
- Provide general administration assistance to the Ecology Team, such as logging survey data, archiving and scanning survey data, proof reading reports etc
- Undertake simple survey work on BBOWT nature reserves as per the annual survey work plan
- Assist the ecology team with more skilled survey work
- Any other duties as delegated by the Chief Executive

Person Specification

- Good interpersonal skills and the ability to work well in a team as well as on their own
- Basic knowledge of British wildlife
- Able to identify common British wildlife
- Basic knowledge of how to carry out ecological field surveys
- Ability to plan work and meet deadlines
- Competent in use of MS Office functions such as Word, Outlook and Excel
- Ability to deal with the public, Trust members and volunteers in a friendly and professional manner in a variety of situations
- Ability and willingness to demonstrate the BBOWT behaviours and values
- Full, valid UK driving license

Measurements of Success

- Survey data entered accurately
- Ecology Team supported to deliver work plan targets
- Quality simple ecological surveys delivered

This post will be DBS checked at basic level. A criminal conviction will not necessarily be a bar to obtaining the position. BBOWT will not unfairly discriminate on the basis of criminal convictions. BBOWT's policy regarding this matter and the Disclosure and Barring Service Code of Practice are available on request.