



JOB DESCRIPTION

POST TITLE: Citizen Science Co-ordinator, Tewkesbury Nature Reserve (Part-Time)

LOCATION: Tewkesbury Nature Reserve, Gloucestershire (with some home working)

HOURS: 0.3 FTE 11.25 hours per week (flexible working available)

CONTRACT: Fixed-term (48 months)

REPORTS TO: Outdoor Learning Officer and Team Leader

SALARY: £8,640.80 (FTE rate £28,802)

1. JOB PURPOSE

To co-ordinate and develop citizen science activities on Tewkesbury Nature Reserve, enabling local people to participate in wildlife monitoring, data collection, and ecological learning. Data gathered will inform management of the Natural Heritage of the Reserve and help with the identification of risks and opportunities. The post-holder will build community capacity, support volunteer training, manage datasets, and help ensure that biodiversity and water quality information contributes to effective reserve management and public engagement.

About TNR: Within Tewkesbury, Tewkesbury Nature Reserve (TNR), an independent environmental charity, combines concern for nature and community interests, with potential to be a living laboratory (44 ha) for outdoor learning. Urban floodplain nature reserves bring particular challenges with competing interests (nature, farming, recreation, infrastructure, floods), and diverse communities with different drivers, knowledge, skills and values. Acting as unique 'green lungs', they have potential to intertwine recovery for nature and humans.

TNR has moved from a focus on implementing infrastructural changes for wildlife enhancement to engaging communities in using the reserve as a resource for varied learning activities linked to environmental awareness and knowledge, health and wellbeing and wider resilience building. This post is funded through TNR's Heritage Lottery-funded project entitled: *Green Lung 2.0 (GL2.0): Developing TNR as an urban "green lung" for community and nature recovery*. This aims to step-change development and delivery of TNR's Learning and Outreach Strategy in promoting eco-stewardship of the reserve. The citizen science data collected will help inform reserve management. TNR's objectives are set out in its Strategic Plan 2023-2028, which can be downloaded from: <https://tewkesburynaturereserve.org.uk/about-us/strategic-plan/>

2. KEY RESPONSIBILITIES

Citizen Science Programme Delivery

- Develop and deliver a year-round programme of citizen science activities (e.g., bird surveys, pollinator counts, plant surveys, water quality testing, bat monitoring).
- Produce accessible survey protocols and materials for volunteers.
- Run training workshops and guided monitoring sessions for participants of all ages and abilities.

Volunteer Support & Community Engagement

- Recruit, organise, and support citizen science volunteers involved in monitoring programmes.
- Foster an inclusive, welcoming environment that encourages broad community participation.
- Co-ordinate volunteer rotas, provide ongoing feedback, and hold periodic social celebration or learning events.

Data Management & Reporting

- Ensure collection, validation, and secure storage of ecological data.
- Submit verified data to relevant local and national databases (e.g., Gloucestershire Centre for Environmental Records, national citizen science schemes).
- Produce summary reports, visualisations, and interpretive materials for reserve management use and public engagement including on-site, in newsletters, or online,

Partnership Working

- Liaise with local authorities, conservation organisations, community groups, schools, and universities to expand monitoring efforts.
- Represent the GL2.0 project at community events, meetings, and local biodiversity networks.

Communications and Outreach

- Produce engaging content (photos, updates, results summaries) for social media, newsletters, and noticeboards.
- Work with other TNR Learning and Outreach staff to develop educational resources for schools, families, and interest groups.
- Support public events such as bio-blitzes, guided walks, or seasonal wildlife days.

General Duties

- Ensure activities comply with health and safety and safeguarding procedures.

- Keep appropriate records of participation and project metrics for evaluation.
- Contribute to funding applications, evaluation reports, and development of the reserve's long-term citizen science strategy.
- Undertake other duties appropriate to the role as required.

3. PERSON SPECIFICATION

Essential Criteria

Knowledge & Understanding

- Good understanding of UK biodiversity, habitats, and common species identification (e.g., birds, plants, insects, or freshwater life).
- Knowledge of citizen science principles and standard ecological survey techniques.
- Understanding of data quality, data management, and recording systems (e.g., iRecord).

Skills & Abilities

- Strong communication and interpersonal skills, able to engage confidently with volunteers, families, and community groups.
- Ability to design and deliver practical outdoor training sessions.
- Competence in recording, analysing, and presenting ecological data.
- Good organisational skills, able to plan and manage multiple activities.
- Digital literacy, including the use of spreadsheets, online recording tools, and social media.
- Ability to work independently and use initiative.

Experience

- Experience in wildlife monitoring, ecological surveying, or citizen science projects.
- Experience recruiting or supporting volunteers.
- Experience producing written reports or educational materials for non-specialist audiences.

Personal qualities

- Enthusiastic about community engagement and environmental education.
- Inclusive approach, sensitive to diverse needs and backgrounds.
- Responsible, reliable, and able to work safely outdoors in variable conditions.

Desirable criteria

- Relevant qualification in ecology, environmental science, conservation, education, or similar.
- First aid training and knowledge of outdoor health and safety.
- Experience working with schools or young people.
- Experience using GIS, basic statistical analysis, or digital tools for wildlife mapping.
- Familiarity with Gloucestershire habitats, species, and local conservation networks.
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4. KEY DUTIES AND RESPONSIBILITIES

Salary: £28,802 per annum pro rata (i.e. £8,640.80 per annum)

Contract period: The position is 0.3 FTE or 1.5 days a week on a fixed-term contract for 48 months, with a possibility of extension subject to performance and funding. The appointment will be subject to a three-month probationary period during which no holiday can be taken unless in exceptional circumstances and by prior arrangement.

Termination of employment: The period of notice to terminate the appointment will be four weeks by either party (one week during the probationary period).

Driving licence and vehicle: A full driving licence and your own transport are required.

Hours of work: The basic working week is 11.25 hours. Due to the nature of the work, you will be required to be flexible and work outside this normal work pattern for which time off in lieu can be taken. You will not be eligible for payment of overtime for any additional hours worked but Tewkesbury Nature Reserve operates a system of "time off in lieu".

Annual Leave: Annual leave entitlement is 7.5 days plus pro-rata'd public holidays.

Start date: As soon as possible

How to apply: Please email a CV (two pages max.) and a covering letter (two pages max.) focusing on why we should employ you, including your relevant experience, how you meet the person specification and what you will bring to the post to recruitment@tewkesburynaturereserve.org.uk. Closing date: Monday 31st August 2026 (midnight). Interview date is likely to be the week starting 21st September.