

JOB PROFILE

Job Title: Senior Conservation Officer	Dept. Conservation	Reports to: Scotland and Northern Ireland Manager	Date Completed: July 2025
<p>Job Purpose</p> <p>Buglife Conservation Officers conserve invertebrates and their habitats by influencing others, and by managing and enhancing the environment. Individual work plans are set according to organisational strategy, funds obtained and skills and aspirations of the individual Conservation Officer.</p> <p>The Senior Conservation Officer will be responsible for coordinating and successfully delivering conservation programmes and initiatives. The Officer will take the lead for particular work areas as identified in our business plan, coordinating activity at a country level, and line managing staff. This will include project and budgetary planning and management, building and managing partnerships, PR and communications, advocacy, project development and fundraising. Other key responsibilities include working in partnership with experts, land managers, consultants and contractors, attending project Steering Group meetings, and deputising for the Country Manager when required.</p>			
<p>Qualifications/ Skills/Knowledge/Experience</p> <ul style="list-style-type: none"> • Experience of managing staff and/or volunteers • A proven track record of managing and delivering successful nature conservation projects. • Experience of working in partnerships. • A strong advocate for nature, able to influence others. • An understanding of species and habitat conservation, including practical habitat management. • Experience of reporting to funders. • Strong oral and written communication skills. • Team player with a confident persuasive manner and a professional, flexible and positive approach. • Well organised and self-motivated; able to plan and prioritise work, using own initiative to meet tight deadlines to complete work to time and budget. • Able to work effectively as a member of a team or on your own or with limited direct supervision. • Pragmatic, innovative, enthusiastic and able to motivate others. • Target-focused individual with ambition, drive and a hunger for achievement and success. • Strong financial management skills, organisational skills, and IT skills. • Experienced in developing, and fundraising for, projects. • Relevant professional qualifications • A keen interest in, and commitment to nature conservation. • Current full driving licence 			
<p>Role & Responsibilities</p> <ul style="list-style-type: none"> • Project management, including project development, delivery, relationship management, appropriate financial planning, reporting to funders, PR and co-ordination as appropriate to individual project objectives. • Organise field meetings, assist with the preparation of survey reports, provide habitat management advice and work in partnership with other invertebrate and habitat specialists. 			

- Supervise staff, volunteers, and contractors and contribute to their recruitment as appropriate.
- Contribute expertise to planning and policy development for sustainable management of our natural environment, including input into environmental impact assessments.
- Advise clients, colleagues, community groups, landowners, planners, and developers.
- Maintain and develop own knowledge and skills.
- Plan, monitor, control and maintain effective financial records for designated budgets.
- Develop new projects and prepare fundraising applications, with support from others, for a range of opportunities aligned to the organisational strategy and full cost recovery principles.
- Act as a strong team member internally and externally to deliver against the Buglife strategy.
- Educate and inform others, including policy makers, local communities, conservation organisations, developers, land managers and site managers via public speaking at conferences and events, development of educational materials, relationship building and use of social media.
- Deliver public outreach work including delivery of talks, bug walks, workshops, training courses and supporting Buglife campaigns. Respond to public enquiries professionally and in accordance with Buglife procedure.
- Promote and educate around the study of poorly recorded, declining or endangered groups of invertebrates.
- Prepare media releases, produce promotional material, publicise events and give media interviews when requested.
- Build and maintain external relationships which secure future and current project success and the future growth of Buglife.

External Communications

- Confident communicator, able to speak to a wide range of audiences.
- Able to write clear and informative articles and briefing materials.
- Ability to collate and present information from a variety of sources.
- Potential to work with television, radio and on-line to promote issues and activities.
- Able to develop and maintain external partnerships including with organisations and members of the public.

People Management

- Line management of Conservation Officers.
- Manage the performance of direct reports, including setting individual objectives and key performance indicators and undertaking annual appraisals.
- Supervise volunteers and contribute to their recruitment as appropriate.
- Manage the Health and Safety of self and any direct reports, volunteers, or other relevant individuals.
- Comply with legislation related to wildlife and the operation of charities and businesses and adhere to internal policies

<p>Decision Making Responsible for making routine and complex decisions about work programmes.</p>	<p>Main Interfaces Landowners / managers, other NGOs, statutory agencies, local authorities, members of the public, media.</p>
<p>Dimensions Provides guidance and support to other staff.</p> <p>Ensures that direct reports have the resources, skills and knowledge required to deliver high quality projects by maintaining professional and personal development, using coaching and mentoring as appropriate.</p>	<p>Limits of Authority Responsible for all delegated budgetary aspects of project work.</p> <p>Signs own correspondence, and authorises expenses claims forms for direct reports and volunteers.</p> <p>Occasional higher-level working – deputising for, or operating at the equivalent level to, a senior manager, representing Buglife at a higher level, managing part of our wider internal or external remit.</p>
<p>Other relevant factors</p> <p>Having a base but with regular meetings elsewhere. Occasional longer hours and attendance at meetings and events outside normal working hours including weekends, sometimes working away from home for periods of more than one day or undertaking longer distance travel.</p>	