

ASSISTANT CONSERVATION OFFICER

Candidate Pack – February 2025



**Hawk and
Owl Trust**



WELCOME

About Us:

The Hawk and Owl Trust, established in 1969, is a prominent conservation organization committed to safeguarding the United Kingdom's birds of prey and their habitats. The Trust's mission is centred on two primary objectives:

1. **Conservation:** The Trust implements comprehensive conservation strategies to protect raptors and owls, along with their ecosystems. This involves managing nature reserves, conducting scientific research, and executing targeted conservation projects to ensure the long-term survival and prosperity of these species.
2. **Education:** A cornerstone of the Trust's mission is public education, with a particular focus on youth engagement. Through diverse educational programs and resources, the Trust aims to raise awareness about the ecological significance of birds of prey and cultivate a deeper connection between people and the natural world.

Key Initiatives:

1. **Adopt a Box Scheme:** This long-standing program, operational for over three decades, enables individuals to sponsor nest boxes for various raptor and owl species. The scheme has been instrumental in providing secure nesting sites, with a notable 80% of Barn Owl pairs now utilizing these provided boxes.
2. **Nature Reserve Management:** The Trust oversees several nature reserves, including Sculthorpe Moor in Norfolk and Shapwick Moor National Nature Reserve in Somerset. These protected areas offer visitors immersive experiences in conservation practices and opportunities to observe raptors in their natural habitats.
3. **Live Camera Feeds:** The Trust maintains multiple live camera installations, offering real-time observations of species such as Barn Owls, Peregrines, and Tawny Owls, enhancing public engagement and education.
4. **Research and Monitoring Programs:** Ongoing research initiatives, including the annual Long-Eared Owl survey, contribute to the scientific understanding and conservation of these species.
5. **Community Outreach:** Innovative programs like the "Well Woman Walks" at Shapwick Moor demonstrate the Trust's commitment to integrating nature conservation with community well-being and mental health support.

Sustainability and Public Involvement:

The Hawk and Owl Trust's operations are sustained through public support, including memberships, donations, and volunteer contributions. The organization offers multiple

Hawk and Owl Trust

Assistant Conservation Officer

avenues for public engagement, such as Trust membership, nest box adoption programs, and participation in educational initiatives and events.

Impact:

Through its multifaceted approach, the Hawk and Owl Trust plays a crucial role in the conservation of the UK's raptor populations and their habitats. Simultaneously, the Trust fosters a stronger connection between the public and the natural environment, contributing to broader ecological awareness and conservation efforts.

A handwritten signature in black ink that reads "Adrian". The script is fluid and cursive, with a large initial 'A'.

Adrian Blumfield

Chief Operations Director

JOB DESCRIPTION

JOB TITLE:	Assistant Conservation Officer
LOCATION:	Remote – travelling will be required throughout the UK with regular time each week spent in the East of England and South West. Part of the remit will also be to spend time at our National Nature Reserve Shapwick Moor in Somerset.
POSITION TYPE:	Full - time (Initial 2 year contract) 37.5 hours per week Main staff hours (08.00 – 16.00) Evening, weekend and out of hours will be required.
SALARY:	The full time salary for this positions is £23,810 per annum.
HOLIDAY:	20 days plus 8 bank holidays.
START:	April/May 2025

Job Overview:

This is a new role. We are seeking an enthusiastic and dedicated individual to be trained and become an Assistant Conservation Officer, to join our team and support the conservation services we offer, with a particular focus on our successful Adopt a Box Scheme and Landowner Services.

This role offers an exciting opportunity to contribute to the protection of various bird of prey species, including Barn Owls, Tawny Owls, Little Owls, Kestrels, and Peregrines.

Training will be given to the successful applicant by our experienced staff.

KEY RESPONSIBILITIES

- Assist the Trust's conservation officers in delivering the scheme's goals and objectives
- Manage, maintain, and install raptor nest boxes throughout the country
- Record bird data and enter it into the Trust's recording system
- File reports as required
- Organise visits and work plans
- Collaborate with the project's admin officer weekly, to arrange visits and manage administrative matters
- Ensure adherence to health and safety measures, including working at height
- Assist other Trust staff in developing projects, events and activities as appropriate
- Assist staff at our Shapwick Moor (Somerset) delivering their objectives
- Write and submit items of interest for social media posting
- Answer questions from landowners and the public
- Offer conservation advice to landowners (after completing required training)

REQUIRED SKILLS & QUALIFICATIONS

- Qualification or experience in a conservation or environmental subject
- Sound knowledge of Bird of Prey ecology
- Excellent communication skills and ability to talk confidently to the public and stakeholders
- Understanding of Health and Safety protocols and ability to conduct risk assessments
- Sound IT skills for data recording and electronic calendar management
- Ability to work effectively as part of a team
- Experience in producing articles and materials
- Social media awareness
- Clean driving license
- Willingness to travel throughout the country with overnight stays
- Training will take place primarily in the East of England or the South West, therefore the ideally candidate should be located in one of these two areas.

PREFERED QUALIFICATIONS

- First Aid certification
- Working at heights certification
- Experience in educational outreach

WHAT WE CAN OFFER

- Opportunity to contribute to vital conservation efforts
- Hands-on experience with birds of prey and their habitats
- Training in bird handling, ringing and data recording
- Chance to work with a dedicated team of conservationists on our reserves
- Travel opportunities throughout the UK

ADDITIONAL NOTES

- To set and manage priorities.
- To work as part of a team
- To foster good working relationships with trustees, staff, volunteers, members and the general public.
- Creative and innovative approach to problem-solving.
- Efficient organisation of project work, including delivering on time and within budget.
- Ability to work proactively and independently and be self-motivated
- Must be prepared to work at heights (for nest box installation and maintenance)
- Capable of handling wild birds (training will be provided).
- A DBS check will be required as the role grows.
- There will be the use of a pool vehicle for the position, this will need to be shared with another staff member, but this position will have priority. There will be times when it will not be available or when the member of staff will be working at Shapwick. Then a private car will have to be used, unfortunately HMRC will not allow us to repay any milage as Shapwick will be the designated centre of work.

How to Apply

Please complete our application form and attach a covering letter (to the Hawk & Owl Trusts' Operations Director), detailing your relevant experience and passion for birds of prey conservation and why you want to work for us.

Please enclose the details of two referees. One of these should be your last employer. These will only be contacted if your application is successful.

The Hawk and Owl Trust is an equal opportunity employer committed to creating a diverse and inclusive work environment. We rely on public support through memberships, donations, and volunteer work to continue our conservation efforts, and we offer various ways for people to get involved in our mission.

Please submit your application preferably by:

- Email to: admin@hawkandowltrust.org.uk

Or post:

- Hawk and Owl Trust, Turf Moor Road, Sculthorpe, Fakenham, Norfolk NR21 9GN
marked for the attention of A Blumfield – Operations Director (Private & Confidential)

Closing date: 09:00 – Friday 28th February.

Interviews: Short listed applicants will be interviewed in person at our Office in Norfolk.