

Job Title:	Norwich Peregrines Watchpoint Assistant	Job Category:	Conservation
Department/Group:	Head Office	Job Code:	NPWA23
Location:	Norwich	Travel Required:	Limited
Level/Salary Range:	£10.42 per hour	Position Type:	Fixed Term
HR Contact:	A Blumfield	Duration:	15th May – 15 th July 2023 4 days per week on rota basis, 11.00 – 16.00 each working day i.e., 5 hours per day
Application Deadline	3rd April	Reports to:	Project Outreach Officer
Applications Accepted By:			
EMAIL: admin@hawkandowltrust.org.uk Subject Line: NPWA Application 2023		MAIL: Operations Director Hawk & Owl Trust Turf Moor Road, Sculthorpe, Fakenham Norfolk NR21 9JD	

The Hawk and Owl Trust is a national UK charity (1058565) founded in 1969 and is dedicated to conserving owls and birds of prey in the wild and increasing knowledge and understanding of them.

We create and manage nesting, roosting and feeding habitats of birds of prey; carry out practical research; and welcome visitors to our wildlife reserves in Norfolk and Somerset, education centres and outreach projects.

Governance of the Trust is by a board of 8 elected Trustees who meet four times per year. A Chief Operations and Executive Director oversees the day to day running.

The charity trades as Limited Company and is registered at Companies House Number: 3254207. The Trusts VAT is 681 1823 35.

The charity is made up of a membership of individuals who subscribed on an annual basis.

Hawk and Owl Trust

Turf Moor Road, Sculthorpe, Fakenham, Norfolk NR21 9GD

Tel: 01328 856 788 Email: admin@hawkandowltrust.org.uk

Web: www.hawkandowltrust.org

Charity Number: 1058565 Company No: 3254207

Job Description

The aim and focus of the post is to support our Outreach Officer at the Cathedral through our established watch point which will enable a diverse range of people to interact with urban wildlife with the emphasis on urban peregrines at Norwich Cathedral.

Main Responsibilities

- Assisting at the Norwich Cathedral Peregrine Watch point in the Lower Close at Norwich Cathedral
- Ensuring health and safety measures are adhered to, and the well-being of the volunteers at the Watch Point is maintained
- Counting, recording and banking donation money during the period Watch Point is open
- Assisting the Outreach Officer in developing events at the Cathedral and other activities as appropriate
- Promote the Trust wherever possible recruiting new members as an ambassador for our vision, values and aims.
- Working with other Hawk and Owl Trust staff
- Writing and submitting items of interest to our social media officer
- Monitoring Peregrine behaviour and documenting key information

Experience

- Working as part of a team
- Running public events
- Production of articles & materials
- Educational outreach
- Social media content production

Skills and Abilities

- Sound knowledge of Bird of Prey ecology
- Ability to talk confidently about issues relating to Birds of Prey
- Understanding of Health and Safety
- Ability to explain and inspire
- IT skills
- First Aid Trained (preferable)

Personal Qualities

- Excellent communication and negotiation skills
- Non-political in their views
- Ability to balance work to ensure that tasks are achieved
- Ability to enthuse and inspire
- Good interpersonal skills
- Good public liaison skills
- Ability to work under pressure and meet deadlines
- Mature professional outlook dealing with variety of contacts
- Ability to work on own initiative to an agreed programme
- Ability to recognise issues that need referral to Project Manager
- Willingness to learn and develop new skills

Additional Notes

- An interest in the natural world and conservation is key to the position
- The candidate must be approachable and able to build a strong rapport with all staff, volunteers and trustees
- Weekend and some evening work may be required
- A DBS check will be completed by the Trust

For further details please contact our Outreach Officer – Amy Clark on 01328 856 788.

How to apply

Please send your up-to-date CV and a short cover letter (maximum two pages) telling us what you will bring to this role and why you want to work for the Hawk and Owl Trust.

Deadline for applications: 10.00 - Monday 3rd April

Please send your application either by email to:

admin@hawkandowltrust.org.uk - Subject Line: NPWA Application 2023

Or via post to:

Hawk and Owl Trust
NPWA – Applications
Turf Moor Road
Sculthorpe
Fakenham
Norfolk
NR21 9GN