



Northumberland
Wildlife Trust

Red Squirrel Recovery Network Data and Information Officer

Information Pack

Contact Details:

Paula Turner (HR and Payroll Officer)
Northumberland Wildlife Trust
St Nicholas Park, Gosforth
Newcastle upon Tyne NE3 3XT
0191 284 6884
paula.turner@northwt.org.uk



Who we are...

Northumberland Wildlife Trust was founded in 1971 to protect wildlife and promote nature conservation within Newcastle, North Tyneside and Northumberland. Today, our voice for wildlife is stronger than ever. We are a non-government funded charity, supported by membership, donations, local businesses and charitable trust grants.

Our vision and strategic objectives

A Wilder Future for our area

We want: Everywhere and everything here Wilder, including people's lives and jobs, with landscapes richer in wildlife and better-connected land, wetlands and seas.

We want: To reach more people, form more partnerships and play a greater part in wilding and greening locally and contribute globally to restoring nature and tackling climate breakdown.

We will create Wilder Places, Wilder People and a Wilder Future, with more, bigger and better joined up areas for wildlife to thrive, more people taking action and connecting to nature and influencing more decisions to secure nature's recovery locally, regionally and nationally.

We will achieve our vision by:

- Defending wildlife and wild places
- Enabling nature's recovery: protecting the best and improving the rest
- Inspiring people and communities to care and enabling them to act
- Influencing organisations to behave in nature's interest
- Growing our resources and partnerships to be more effective and agile

We will deliver our vision through three key strategic objectives

1. Lead nature's recovery
2. Inspire people and organisations to care and mobilise them to act
3. Ensure an agile green culture and sustainable NWT

We work as part of a national movement

There are 46 local Wildlife Trusts across the whole of the UK, the Isle of Man and Alderney, all working for an environment rich in wildlife for everyone.

With 850,000 members, we are the largest UK voluntary organisation dedicated to conserving the full range of the UK's habitats and species, whether they be in the countryside, in cities, or at sea. 135,000 of our members belong to our junior branch, Wildlife Watch.



We manage 2,300 nature reserves covering more than 80,000 hectares; we stand up for wildlife; we inspire people about the natural world and we foster sustainable living.

All 46 Wildlife Trusts are members of the Royal Society of Wildlife Trusts (RSWT) which operates a separate Grants Unit administering major funds on behalf of the Big Lottery Fund and the Landfill Communities Fund.

To find out more...

www.nwt.org.uk

www.wildlifetrusts.org

Equality, Diversity and Inclusion (EDI) and Safeguarding:

Northumberland Wildlife Trust believes that everyone should have the opportunity to experience the joy of wildlife in their daily lives, that's why we're committed to putting equality, diversity and inclusion at the heart of our movement.

For more information, please see Our commitment to Equality, Diversity & Inclusion (EDI) | The Wildlife Trusts

For more information about our safeguarding commitment, please see Safeguarding Commitment Statement_0.pdf (wildlifetrusts.org)



The Red Squirrel Recovery Network project

The Red Squirrel Recovery Network (RSRN) is a new project which aims to build on conservation efforts of the last 20 years and lay the foundations for species recovery. It is led by a partnership of four conservation organisations, with support from leading red squirrel conservation agencies and the network of volunteer-led squirrel groups.

The RSRN is a shared ambition for red squirrels in Northern England and Southern Scotland and which is funded by the National Lottery Heritage Fund. Working at a super-landscape scale, this is the first time that any project has brought together groups from north and south of the English-Scottish border to co-ordinate effort across the whole red squirrel population range.

The RSRN will play an important part in wider partnership ambitions for nature recovery. This significant investment in species conservation must achieve lasting change within five years so that the future of an iconic species is secured as part of a natural and functioning ecosystem and supported by a well-connected and resilient network of volunteers within a wider network of engaged and aware local residents and visitors.

Job title

Red Squirrel Recovery Network Data and Information Officer.

Information for applicants

To apply for the position of **RSRN Data & Information Officer**, please complete the corresponding Application Form in full, and return it to me (contact details on the front of this pack) by the specified deadline.

Please note, CVs and/or covering letters will not be accepted.

If you require further information regarding any aspect of the application process, please do not hesitate to get in touch.

Thank you for your interest in Northumberland Wildlife Trust.



Job specification

Post title

Red Squirrel Recovery Network Data and Information Officer

Location

NWT offices in St Nicholas Park, Gosforth and remote working

Responsible to

RSRN Programme Manager

Responsible for

- Volunteer relationships.
- Supporting project staff to collect and collate quantitative and qualitative monitoring data and information.

Internal relationships

- RSRN project team
- NWT Conservation Department
- NWT Community Engagement team
- Trustees/NWT staff

External relationships

- RSRN project partners and project staff employed in partner organisations
- RSRN Partnership Board and Project Advisory Group
- Community organisations, volunteer-led groups and volunteers

Job role

To support the RSRN project to monitor and evidence all aspects of the project including quantitative and qualitative ecological, volunteer and participation data. Support both data collection and analysis.

Provide data in an accessible format which is suitable for different audiences (partners, funders, volunteers, wider public or project participants) – to include mapping, graphical presentation, infographics.

They will feed back lessons learned to the other project officers and the partnership.

Main responsibilities

- Supporting the RSRN project to establish what data is needed.
- Collating baseline data at the start of the project.
- Processing and analysing annual survey data.
- Supporting monitoring activities for volunteering and community activities.
- Analysing all data to identify any trends/patterns.
- Producing qualitative case studies which showcase project successes and celebrate project outcomes.



- Draw on other data which is provided by other projects or in the public domain (e.g. to establish relationships between squirrels and pine martens or to compare participation monitoring with Multiple Indices of Deprivation data)
- Using GIS systems data analysis and reporting. Inform strategy development and delivery planning by providing robust data analysis to support decision making.
- Work closely with the RSRN Communications Officer (hosted by Wildlife Trust for Lancashire, Manchester and North Merseyside) to provide data and information in accessible formats which can be shared to a wide range of project audiences and stakeholders.
- Support project evaluation.
- Represent RSRN and present data at county/regional or national events, conferences and other activities.
- Attend partnership meetings and other events to share information and data analysis.
- Support local squirrel groups/volunteers to access the GIS-platform for data collection and sharing

Other responsibilities

- To act as an advocate for NWT and RSRN and its values.
- Attend NWT/partner staff, departmental and supervisory meetings as needed.

Salary band

Scale C per annum – currently £26,195.

Contribution to personal pension

5% of salary conditional on 5% being paid by pension holder and after probationary period

Holidays

22 days per year, plus discretionary days at Christmas and one extra day per year of work after 5 years up to 5 extra days.

Hours

The post is full time (35 hours/week). This is normally Monday to Friday but some evening and weekend work may be required

Car & travel

Full Driving licence is essential. Fleet vehicles available and access to own transport required, for which mileage is reimbursed.



Contract, probation & notice

The job is offered until 31/03/2030. There is a probationary period of 6 months. A minimum of 4 weeks' notice is required from either party.

Person specification

Knowledge & attributes

Essential

- Proven data management and analysis skills.
- Good knowledge of ecological data and mapping processes and monitoring frameworks.
- Excellent numeracy skills including ability to interpret, understand and present data in different formats.
- Excellent levels of written and spoken English including experience of producing concise, engaging and focused reports, presentations, recommendations and/or grant applications.
- Excellent IT literacy including using word processing, spreadsheet, database and GIS mapping software.
- Understanding of the principles of red squirrel conservation and willing to promote and support all aspects (including control of non-native species)
- Good understanding of GDPR procedures, data protection and risk assessments.
- Ability to occasionally travel to other areas within the RSRN project area.

Desirable

- Some understanding of red squirrel conservation in the UK

Skills & experience

Essential

- Experience of, and a commitment to, nature and species recovery and the use of data and mapping to inform and improve nature conservation, advocacy and communication.
- Able to work with modelling, datasets and GIS layers to inform and guide decision making.
- Experience of adapting activities or resources to suit the needs of different groups/individuals/audiences.
- Demonstrable experience of collation and analysis of data and production of accessible reports.
- Experience of using digital engagement tools including social media.

Desirable

- Experience of working on partnership projects.



- Experience of working with volunteers .
- Previous experience or understanding of red squirrel conservation/engagement activities (e.g. survey techniques, grey squirrel control, identification)
- Use of QGIS and ArcGIS and experience of coding with Python and R.
- Experience of working on funded projects and writing reports or providing monitoring information for funders.

Qualifications

Essential

- Degree or alternative qualification that includes using and interpreting data to draw scientifically robust conclusions
-

Desirable

- Recent training in data protection/GDPR (or willingness to undertake)
- Full current driving licence

Personal

Essential

- Excellent communicator able to build working relationships with a range of audiences.
- Excellent team player with proven skills in collaboration and supporting a wider team
- Be self-motivated, a good organiser and the ability to deliver within agreed timescales.
- Positive attitude to work focused on solutions and making things happen.

