



Northumberland
Wildlife Trust



Data Officer

Information Pack

Contact Details:

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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](#)

Disability Confident Committed:

We aim to offer an interview to disabled people who meet the minimum criteria (e.g. Essential skills). This is to encourage positive action. It is important to note that there may be occasions where it is not practicable or appropriate to interview all disabled people that meet the minimum criteria for the job. For example, if there are a high volume of applications. In these circumstances the employer could select the disabled candidates who best meet the minimum criteria for the job rather than all of those that meet the minimum criteria, as they would do for non-disabled applicants.



Data Officer

The Data Officer will play a key role in helping Northumberland Wildlife Trust deliver our nature recovery ambitions by improving our handling of both spatial and nonspatial data. The role involves developing reliable data systems, supporting staff in the use of Esri tools such as ArcGIS, Survey123 and Field Maps, and ensuring accurate- recording and reporting across nature reserves, species, habitats and landowner engagement.

Data is essential to Northumberland Wildlife Trust's mission to restore nature at scale. High quality spatial and ecological data enables the Trust to plan effective conservation work, target resources where they have the greatest impact, and track -long-term- changes across habitats and species. Robust data systems also ensure the Trust can meet funding, reporting and legal requirements. Strong data management underpins every major project, helping the Trust deliver meaningful, evidence-based- action for wildlife and communities across Northumberland.

The Data Officer will be part of the Nature Recovery Team but work with the Estates, Druridge Bay and Biodiversity Net Gain teams to ensure a consistent high-quality approach to data collection and management. The Data Officer will work alongside colleagues with similar roles in the Northumberland Peat Partnership and Red Squirrel Recovery Network teams, and those of neighbouring Wildlife Trusts.

Information for applicants

To apply for the position of Data Officer, please complete the corresponding Application Form in full, and return it to paula.turner@northwt.org.uk 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

Data Officer

Location

Hybrid with office space at NWT Offices in St Nicholas Park, Gosforth, with additional workspace at Hauxley Wildlife Discovery Centre and other sites where available. Home working arrangements to be agreed with line manager.

Responsible to

Nature Recovery Manager

Responsible for

- NWT Volunteers
- Suppliers

Internal relationships

- NWT Staff
- NWT Volunteers

External relationships

- Local Environmental Records Centre
- Contractors, service providers and suppliers
- Any other stakeholder as appropriate

Job role

- Help transform NWT data collection and management.
- Take the lead to produce high quality data collection and management tools.
- Work collaboratively with colleagues across the Trust to help deliver evidence led conservation action.

Main responsibilities

- Design and create ArcGIS based solutions for: recording work on nature reserves, infrastructure checks, engagement and advice on private land, surveys and monitoring of species and habitats, etc.
- Ensure that data is stored in a secure and accessible way, compliant with GDPR regulations.
- Provide data for site-based management plans.
- Source, collate and validate data for projects such as State of Nature.
- Plan and lead training to ensure that colleagues can use new data systems effectively.
- Produce high quality maps and data visualisation tools for colleagues.



- Work with local and national records centres, e.g. ERIC North East and the NBN, to facilitate high quality data sharing between the organisations.
- Work with county recorders on the sharing and use of specific datasets.
- Lead volunteers and placement students to digitise historic data.
- Contribute to any internal, funding or governance reporting.

Other responsibilities

- Undertake any other tasks that the Trust may reasonably require.
- Support other initiatives across the Trust as appropriate.

Salary band

Scale C starting on C1 £26981 per annum fulltime.

Contribution to personal pension

A further 5% is payable into the Trust's Stakeholder Pension scheme after three months, conditional on the employee contributing at least 5% of salary.

Holidays

22 days basic and all English bank holidays are given (pro rata), plus the period between Christmas and New Year. After 3 years continuous employment with us, you will be entitled to 1 extra day holiday entitlement: followed by a further 2 days after 4 years continuous service and a final 2 days after 5 years continuous service, making a maximum of 5 extra days.

Hours

This role is currently offered at 35hrs per week (full time). NWT operates a flexitime system.

Car & travel

A full UK driving licence is not required for this role. There is likely to be some travel to other NWT offices required as part of the role.

Contract, probation & notice

This role is offered on a permanent basis. There is a probationary period of 6 months. A minimum of 4 weeks' notice is required from either party.

Person specification

Knowledge, skills & attributes

Essential

- Excellent literacy and numeracy skills.
- Good written and verbal communication skills.
- Excellent IT skills.



- Excellent GIS skills including the Esri suite of programs e.g. ArcGIS, Field Maps and Survey123.
- Data management skills.
- Working knowledge of nature conservation in the UK.
- Knowledge of data protection legislation.
- The ability to communicate technical information to individuals lacking technical ability.
- The ability to produce engaging maps for public audiences.
- Good attention to detail and record keeping.

Desirable

- Knowledge of ecological survey techniques.
- Knowledge of external sources of data relevant to nature conservation.
- Working knowledge of CRM systems.
- Working knowledge of R.
- Experience in using python programming language.

Experience

Essential

- Extensive experience of using ESRI programs for creating surveys and other field apps, storing and managing data, and creation of web maps and other forms of data visualisation.
- Experience of managing large amounts of data for monitoring & reporting.
- Experience of working with volunteers.

Desirable

- Leading volunteer groups.
- Experience of digitising historical data.
- Working with drone and bioacoustics data.

Qualifications

Essential

- A degree or equivalent in a relevant discipline, or substantial experience in a similar role.

Desirable

- Membership of relevant professional body.

Personality

Essential

- Personable and friendly, good at developing relationships.



- Excellent communicator.
- Ability to work well on own initiative, but also a team player.
- High level of self-discipline and motivation.
- Well-organised.
- Confident at leading change.

