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| Role Title: | Nest Box Surveyor |
| Department: |  |
| Responsible to: | Fundraising Officer |
| Responsible for: | n/a |
| Salary: | Voluntary Role |
| Hours: | n/a Voluntary Role |
| Permanent/Fixed Term/Sessional: | Voluntary |

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| **Background information (job title)**  Our mission statement is:  *“Staffordshire Wildlife Trust protects and enhances the wildlife and wild places of Staffordshire and promotes understanding, enjoyment and involvement in the natural world.”*  A registered charity established in 1969 we are one of 46 county Wildlife Trusts throughout the UK and are supported by over 19,000 members.  In addition, we have the trading company which looks after the trading side of our business. This includes a café at The Wolseley Centre, charity shops in Leek, Penkridge and Codsall and a retail shop in the Wolseley Centre.  The Trust owns or manages 43 nature reserves covering an area of over 1980 hectares. Our 130 staff are based in six locations around the county including our Headquarters at Wolseley Bridge, Stafford, with our work divided up into five departments: Resources, People Engagement, Conservation Delivery, Fundraising Communication and Membership & Commercial. The Trust has a diverse workforce of including site wardens, wildlife surveyors, community and education officers, catering, retail and administration.  We’re Wild About Inclusion! To us, this means inspiring, empowering and engaging people from all backgrounds, cultures, identities and abilities, to change the natural world for the better. It means creating workspaces where difference is celebrated, everyone can be themselves and flourish, just like nature  Staffordshire Wildlife Trust are committed to keeping children and young people safe, you can see our policy here:  <https://www.staffs-wildlife.org.uk/our-policies>  Safeguarding and protecting our visitors, customers, members, staff and volunteers is the responsibility of every trustee, employee, and volunteer at Staffordshire Wildlife Trust. |

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| Role Purpose: |
| We currently have 50 nest boxes located at various different points at our Wolseley Centre HQ. Each year we monitor these nest boxes three or four times during the nesting season and record how many nests, eggs and chicks are in the box and the species of the bird. Our recordings are then submitted to the BTO (British Trust of Ornithology) and compiled into a newsletter to send out to our supporters who adopt the nest boxes each year. This is both a physical and rewarding role and would be a wonderful opportunity for someone with a keen interest in birds and conservation. This role will be fulfilled over 3-4 visits to our site between April and June at least two weeks apart each time but at a time and day to suit the volunteer. This is a physical role which will require the volunteer to be quite fit and able to walk the site and access the boxes. Equipment and tools will be provided. |

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| Responsibilities: |
| The volunteer(s) would be responsible for the following actions.   1. Monitoring the boxes over three or four separate visits and documenting on each visit the eggs, chicks, and bird species in the box. Also recording if a nest is present or if the box is empty 2. Reporting back on the condition of all nest boxes and if any need replacing/repairing and letting the relevant person know. If the volunteer is able to assist with the repair or replacing of the boxes this would be desired but not mandatory. 3. Cleaning out the nest boxes at the end of the nesting season, removing any old nests and ensuring the boxes are empty and in good condition for the following year. 4. Reporting any issues on box locations 5. Compiling all recordings in a clear manor for either the volunteer to submit or for a staff member to submit findings to BTO. 6. A newsletter is compiled for nest box adoption supporters at the end of the nesting season for submission between September – December. There would be no expectation for the volunteer to compile this however it would be desired for them to offer support and provide quotes for the publication.   ***Please note that there is NOT any requirement to use ladders to access any of the bird boxes which require monitoring.*** |

Person Specification Job Title: Nest box Surveyor

| Criteria | Essential | Desirable | Assessment Method \* |
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| **Experience** | | | |
| Experience and knowledge of bird species |  | ✓ | AF/I |
| Experience with filling out forms |  | ✓ | AF/I |
| **Skills/knowledge** | | | |
| Knowledge of birds and eggs |  | ✓ | AF/I |
| Effective communication skills, verbal and written. |  | ✓ | AF/I |
| The ability to work well under own supervision following instructions following any health and safety guidelines | ✓ |  | AF/I |
| Must have own transport to the Wolseley Centre | ✓ |  |  |
| **Abilities** | | | |
| A friendly, approachable and professional personality | ✓ |  | I |
| Physical fitness for walking around the site and lifting the lids on the boxes | ✓ |  | I |
| Self-motivated with a flexible attitude | ✓ |  | I |
| Able to work as part of a team | ✓ |  | AF/I |
| Maintains performance, professionalism and composure when under pressure. | ✓ |  | I |
| Proactive in anticipating the needs of the charity and seeking opportunities to add value | ✓ |  | AF/I |

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* I = interview
* QC = qualification certificate
* AF = application form
* T = test or assessment
* P = presentation