

JOB DESCRIPTION

Conservation Project Officer



Role: Conservation Project Officer

Reports to: Conservation Project Manager

Contract: Fixed-term for 18 months

Hours of work: 37.5 per week

Salary: £32,304 with potential to increase to £39,090

Location: Project Office, Dorset /
Head Office, London (flexible)

Overview and Background

Originally founded in 1833 as the Entomological Society of London, today the Royal Entomological Society (RES) is a modern, forward thinking, progressive organisation devoted to the understanding and development of insect science. The Society supports international collaboration, research and publication. We aim to show every person how remarkable and valuable insects are.

The Society has developed an exciting strategy for 2025-2028. This RES has a publishing arm that has a growing journal portfolio and produces new books each year. The Society has an entomological library and runs a number of conferences and meetings each year covering a range of scientific fields. Through its outreach work and events, the Society looks to promote and increase the public's understanding of insect science. Working with partner organisations, the Society organises the annual 'Insect Week'.

Our Conservation Science team undertake internationally recognised, evidence-based research on rare and endangered species both in the UK and abroad with particular reference to the impacts of climate change. The data collected in our extensive field work programme is used to give clear management advice to landowners. This contributes to the delivery of appropriately managed habitats necessary to sustain and increase populations of species which are nationally and internationally threatened.

Governed by elected members and fellows of the Society, sitting as a council and chaired by the RES President, the organisation has a team of staff that run the Society and its day-to-day activities on behalf of the members. There are also many volunteers who support the Society's operations.

RES has ambitious aims for the future. You will be part of a small but growing team, in which all roles make a major contribution to the Society. You will work with internal and external partners in achieving our vision to 'enrich the world with insect science'.

Job Purpose

This new role is a great opportunity to make a difference. You will be joining a small team who run several science-based conservation projects, including the Large blue butterfly Reintroduction Project. Key areas of research include measuring the impact of extreme weather events on insect populations and identifying practical mitigation responses to climate change.



Our projects succeed due to positive partnership working with a wide range of academics, statutory bodies, NGOs and landowners. The successful candidate will be carrying out regular habitat assessments in the field, working with and advising site managers. This role involves working outdoors for extended periods, including carrying survey equipment across uneven, rugged and sometimes remote terrain. A level of physical fitness appropriate to these activities is required.

The team have a number of projects in place with several others in the pipeline. This role will be actively involved in all of these projects with the opportunity to develop new ideas that will further scientific understanding and deliver beneficial outcomes for many vulnerable species.

Main Terms and Conditions

Contract: This is a fixed-term post for 18 months. *The role is subject to a satisfactory DBS check.*

Remuneration: This salary is a Band 2 position on the RES salary scale. The starting salary is £32,304 with the potential to increase to £39,090 based on annual performance targets. The salary scale is reviewed annually with both a cost-of-living and performance related pay increase within the pay bands determined in the pay policy. Any pay awards are applied to salaries at this point.

Hours of work: The post is full-time based on 37.5 hours per week. The working pattern has flexibility and can be discussed during the recruitment process. For the right candidate, we would consider part-time working. Please make any requests clear in a covering letter in your application.

Annual & Bank Holidays: The holiday year runs from 1 March to 28/29 February each year. You will have an annual holiday entitlement of 25 days plus an additional 8 Public/Bank holidays. Anyone joining part-way through a year will receive a pro-rata entitlement for that year. In addition to the above, we recognise and reward staff loyalty by awarding additional paid leave days, based on length of service, up to a maximum cumulative total of 5 additional days paid leave (pro-rata for part time).

Pension: The post-holder will be eligible to join the RES Pension Scheme.

Excellent Employee Benefits:

- Access to extensive professional development opportunities
- Free life assurance benefit
- Cycle to Work scheme
- Employee Assistance Programme and Health Cash Plan

Probationary Period: This post has a 6-month probationary period, during which your suitability for the post will be assessed.

Equality, Diversity & Inclusivity: We pride ourselves on being a welcoming and supportive organisation to all of our team and membership. All of our team are highly valued and we will support everyone to carry out their role successfully. As a living wage employer, we are committed to ensuring fair pay for all of our colleagues. We encourage staff to be involved with the organisation and have a flexible approach to enable our staff to work and achieve to the best of their ability. We will support individuals to develop in their roles with access to annual reviews and training development.



Key Accountabilities

Conservation Science:

- Work closely with the Conservation Science Team, carry out monitoring and surveys to further RES Conservation Science knowledge and understanding.
- Working with the Conservation Science Team, advising on the insect science and conservation work at RES owned sites including Daneway Banks Nature Reserve.
- Surveying and monitoring on project locations with partners and collaborators, collecting accurate field data. These may include sites across Gloucestershire, Somerset and Wiltshire or internationally in Denmark.
- Ensuring data collected is accurately inputted into relevant software to ensure long-term records maintained.
- Working with the Conservation Science Team to write reports to funders, partners and collaborators.
- Working with the Conservation Science Team, applying for grants and funding to extend and expand RES work around insect conservation/science globally, working with the RES Development and Projects Team where appropriate.
- Working with the Conservation Project Manager, developing and running training courses for individuals and groups both in-person and digitally that could be offered to a global audience.
- Working at other locations (where mutually agreed) where insect conservation advice, monitoring or training is required.
- Maintaining good partnerships with key partners on a day-to day basis.
- In liaison with the Conservation Project Manager, actively take part in any relevant committees of the RES related to science and conservation.
- Increasing the communication and transfer of project work to the international membership of the RES but also where learning can be shared on a global scale.
- Developing opportunities to use various digital media channels to communicate the RES conservation work, including through the RES website and social media.



Other:

- Foster a collaborative, inclusive, and results-driven team culture.
- Comply with all relevant legislation and contributing to RES policies and procedures.
- Work closely with other staff to ensure effective teamworking and high standards of work including supporting the day-to-day operations at the Head Office, where applicable.
- Demonstrate commitment to equality, diversity and inclusivity, ensuring RES has a welcoming and inclusive image that is shown through all work.
- Undertaking any other reasonable duties consistent with the scope and nature of the role as requested by the CEO. As part of a small team, it may include supporting other roles from time-to-time depending on priorities at that time.

PERSON SPECIFICATION

Conservation Project Officer



Knowledge and Experience:

- Experience of carrying out habitat, botanical and insect surveys in the field.
- Experience of collating data in relevant software and analysing results
- Experience of GIS software (Desirable)
- Excellence in building partnerships and relationships with various stakeholders.
- Demonstrate creativity and use of initiative to achieve targets.
- Experience of developing and writing reports and analysing research.
- Interest in the environment of insect science and the not-for-profit sector (Desirable).

Skills:

- Ability to undertake various fieldwork, survey and analysis skills.
- Ability to learn new survey methods and undertake training.
- Ability to develop new insights into situations; question conventional approaches; encourage new ideas and innovations; design and implement new projects/processes.
- Excellent communication skills, both verbal (including face-to-face) and written, adapting your style for a variety of audiences including Parliamentarians, members and other stakeholders.
- Strong ability to proactively work alongside with the other teams in the Royal Entomological Society to maximise results for the Society.
- Outstanding networking and interpersonal skills to be able to identify, acquire and manage effective relationships with high-level individuals and organisations.
- Ability to absorb and understand and present a wide range of information. Managing multiple projects and establishing clear priorities in order to meet agreed objectives.
- A self-starter and strategic thinker and able to put programmes into practice with a high attention to detail.
- Excellent use of initiative and ability to work flexibly to prioritise one's own work to meet deadlines and respond to unplanned situations
- Good standard of IT literacy such as Microsoft Office and statistical software.
- Ability to be a key team player.

Personal Qualities:

- A strong work ethic, trustworthy and reliable
- Compassionate attitude and understanding of the needs of people
- Positive can-do attitude
- Desire to enhance and develop skills and knowledge
- Recognition of the importance of personal responsibility for health and safety
- Commitment to values of openness, transparency and to working with integrity
- Drive and enthusiasm

