

JOB DESCRIPTION

Job title:	Wales Officer
Job location:	Home working anywhere in Wales, with regular travel across Wales, and occasional travel elsewhere in Britain and Ireland
Responsible to:	Countries Manager
Responsibilities for people:	Project volunteers
Hours:	4 days per week (0.8% FTE, 30 hours per week) with the possibility of growth to 5 days a week, depending on funding.
Salary and pension:	£32,332-£36,532 per annum pro-rata and a 4% pension contribution.
Contract	Fixed term contract to 31 March 2026. This will be reviewed and may be extended if funding is secured to extend the project.
Probationary period:	3 months
Additional information:	See Working for BSBI and Benefits sections below

Role Purpose:

To deliver the Nature Network Fund Priority Plants on Sites of Special Scientific Interest (SSSIs) project and develop the BSBI in Wales

The Priority Plants on SSSIs project, made possible thanks to the Heritage Fund, will involve working with BSBI botanical recorders to survey and assess individual plant special features on SSSIs in Wales in order to improve evidence of their condition and determine future management. These will be surveyed using BSBI's Threatened Plant Project (TPP) survey method to produce detailed records of populations, including null records.

This role will include planning of surveys, training botanical recorders in the survey methodology, organising training/recording events, and the coordination, support and undertaking of surveys.

Through this, the role will help build a diverse community of botanists in Wales to sustain and develop the skill base; increase participation in structured surveys, recording and data flow and drive a passion for plants. This includes increasing the flow of records into BSBI's centralised database, providing and facilitating training, representing the project and BSBI in Wales, working directly with partner organisations, and seeking funding and collaboration opportunities with others whilst raising the profile of botany and BSBI.

Main Responsibilities and Tasks

1. **Deliver the Nature Network Fund Priority Plants on SSSI Project**
 - Develop plans for survey targeting taking into account advice from Science and Data team & NRW on priority sites for survey and availability of BSBI recorders.
 - Establish and maintain the project relationship with National Resources Wales (NRW)
 - Provide training in the Threatened Plant Project Methodology
 - In tandem with NRW, liaise with landowners of SSSIs to support access rights for surveys
 - Work with County Recorders (VCRs) and recorder networks to plan surveys across the field season
 - Provide post-survey reports and recommendations on site management to landowners
 - Undertake mid-point review of project and review performance and data interpretation
 - Represent the project at events, in publications, online and on social media, including organising Welsh language communications

2. **Develop & promote the gathering of high quality data**
 - Ensure that Welsh recorders are encouraged and able to contribute to cross BSBI projects

3. **Representation and collaboration**
 - Represent the project and BSBI in Wales, with external organisations (working in partnership with them where appropriate) and internally with fellow Country Officers, Science & Data Committee and others in BSBI
 - Oversee the translation of key communications into Welsh and their dissemination
 - Seek to renew core funding and secure additional funding for BSBI's work in Wales, in collaboration with others
 - Share expertise, best practise and successful methods of working within the Society, particularly with fellow Country Officers and Welsh recorders, local botany groups and networks.
 - Provide and facilitate specialised advice to NRW, as required, including on DDb access

4. **Raise the profile of botany and the BSBI in Wales**

Work with the Communications Officer to:

- Maintain and update the BSBI Wales webpages
- Lead on BSBI's social media activity for Wales, including Twitter and Facebook, where appropriate
- Make use of opportunities, as they arise, to provide talks and copy for internal and external publications; and to liaise with the media

Funding and time-permitting:

5. Develop the botanical network in Wales

- Deliver a programme of support to County Recorders (VCRs) including one-to-one meetings, reports, phone calls, emails, etc.
- Facilitate recording software training and support for recorders
- Encourage and support recorders in supplying records to BSBI's central database
- Support the recruitment, appointment, induction, mentoring, succession planning and handover of County Recorders (VCRs), in liaison with the Committee for Wales
- Promote and support a variety of training and field meetings for botanists at all skill levels, including County Recorders (VCRs)
- Organise and help lead workshops for the Welsh recording community
- Organise conferences to bring the network together and promote its vibrancy
- Set and manage the budgets for these events

The above list of responsibilities is not exhaustive and you may be required to undertake other responsibilities and training as requested by your line manager, appropriate to your role. This job description is supported by an annual work programme and performance objectives to provide an indication of the level of performance expected from the role.

PERSON SPECIFICATION

Quality	Essential	Desirable
Education / Qualifications		<ul style="list-style-type: none"> ● Educated to degree level
Experience	<ul style="list-style-type: none"> ● Experience in biological recording - including field recording, record submission, data management, and general awareness of relevant recording schemes. ● Project management experience including budgets ● Report writing 	<ul style="list-style-type: none"> ● A strong background in field botany ● Experience of working in the voluntary sector ● Experience of leading training workshops ● Experience of event management
Knowledge	<ul style="list-style-type: none"> ● Ability to quickly become proficient in the use of a wide range of IT applications, databases and social media ● Good scientific understanding of the principles and practices of wildlife recording and monitoring 	<ul style="list-style-type: none"> ● A sound knowledge of ecological recording software/ programmes, for example MapMate. ● Knowledge of database use and queries ● Knowledge of BSBI's County Recorder networks and how they operate
Skills/abilities	<ul style="list-style-type: none"> ● A motivated self-starter with a proven ability to work alone, manage own workload and prioritise multiple tasks. ● Strong organisational, planning and project management skills ● Strong all-round communication and people management skills including working with colleagues, enthusing volunteers and communicating with partners ● Good standard of written English and attention to detail ● Good networking and organisational representation skills 	<ul style="list-style-type: none"> ● Welsh language proficiency ● Skilled at promoting activities and events to different audiences ● Good facilitation and group leadership skills
Other	<ul style="list-style-type: none"> ● A full driving licence and a willingness to travel throughout the UK but particularly Wales. 	

WORKING FOR BSBI

We expect our staff to share our vision, mission and values and to follow the principles which guide our work.

Vision: A world where wild plants thrive and are valued

Mission: To advance the understanding and appreciation of wild plants and support their conservation in Britain and Ireland

Values: A love of plants, Intrepid, Inclusive, Inquisitive

Principles: These principles guide us in our work:

- We are knowledgeable about botany
- We are collaborative, preferring to work with others
- We are objective and evidence based
- We are dependable and the integrity of our data can be trusted
- We will be forward thinking in our work
- We will be influential and work with others to create change

BENEFITS

Hours	Our full-time working week is 37.5 hours, normally worked between Monday and Friday between 09:00 and 17:30, but with some flexibility for adjustments where requested. We offer time off in lieu where you are required to work more than your standard hours.
Annual leave	Everyone has 25 days annual leave per year, plus Bank Holidays – prorated for part-time or fixed-term contracts. Bank Holidays are for the country in which you are based. There are 9 statutory bank holidays in Wales.
Flexible Location	We offer a flexible work location. You will usually work from your home address which must be within Wales. From time to time, you will be expected to attend certain business and botanical meetings in the UK and Ireland. We also offer the option of hybrid working for some roles. For example, working some days per week from home and some days from the offices of a partner organisation such as a Botanic Garden or Research Institution.
Flexible working	We are supportive of flexible working practices where they are not detrimental to colleagues and BSBI and we will consider requests from employees after they have worked for us for at least 6 months. See the Employee Handbook for more details.
Occupational sick pay	During the probationary period you are entitled to Statutory Sick Pay. Following successful completion of your probationary period, employees may be entitled to the following Occupational Sick Pay: <ul style="list-style-type: none">• up to three months full pay less any statutory benefits including Statutory Sick Pay in any twelve month period and• thereafter on half pay less any statutory benefits including Statutory Sick Pay up to a maximum of six months sickness absence in consecutive three-year spans of the employment. Occupational sick pay is subject to the Employee's compliance with BSBI's sickness absence procedures which are described in the Employee Handbook.

Learning & development	We value learning and development and have a budget to encourage staff to develop skills to help them in their role
Pension	We automatically enrol all eligible employees into our pension scheme, unless you choose to opt out of joining. BSBI contributes 4% of your salary into the scheme, with you contributing 4% (more if you wish).