

## **JOB DESCRIPTION**

<b>Job title:</b>	Ireland Officer
<b>Job location:</b>	Dublin office location preferred but homeworking in the Republic or Northern Ireland will be considered.  Frequent travel across Ireland and occasional visits to England, Scotland and Wales are required.
<b>Responsible to:</b>	Senior Country Officer
<b>Responsibilities for people:</b>	None

### **Role Purpose:**

The purpose of the role is to further develop the BSBI in Ireland (the Republic and Northern Ireland); supporting and encouraging new and existing volunteers and increasing the flow of records into BSBI's centralised database. This includes supporting and enhancing BSBI's wider Irish volunteer network, undertaking project work, providing and facilitating training in a range of topics, representing BSBI in Ireland, seeking funding and collaboration opportunities with others, and raising the profile of botany and BSBI. The role will seek to achieve a vibrant and active network of botanists in Ireland.

### **Main Responsibilities and Tasks**

#### **1. Supporting the BSBI Irish volunteer network**

- Deliver a Vice-County Recorder (VCR) support programme 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 Committee for Ireland with the recruitment, appointment, induction and mentoring of new VCRs

#### **2. Provide opportunities for enhancing the Irish botanical network**

- Organise conferences to bring the network together and promote its vibrancy

- Organise and help lead, if necessary, a variety of educational field meetings and events for beginners, improvers and more experienced botanists, including VCRs
- Organise and help lead workshops for VCRs and other volunteers and members
- Set and manage the budgets for these events, in Euros and Sterling where appropriate.

### **3. Undertake project work**

- Ensure that Irish recorders are encouraged and able to contribute to cross BSBI projects (e.g. Atlases, threatened plant studies etc.)
- Where appropriate and with Committee for Ireland, set up and facilitate Ireland-specific projects
- Undertake survey work of specific sites and species in accordance with external funding requirements
- Liaise with other bodies and organisations on suitable and relevant projects where opportunities arise

### **4. Representation and collaboration**

- Represent the BSBI in Ireland, with fellow Country Officers, Records & Research Committee and others in BSBI; work closely with BSBI's Committee for Ireland and external organisations, working in partnership with them where appropriate
- Seek to secure funding, in collaboration with others, where opportunities arise
- Share expertise, best practise and successful methods of working within the Society, particularly with fellow Country Officers

### **5. Raise the profile of botany and the BSBI in Ireland**

- Maintain and update the BSBI Irish webpages
- Lead on social media activity for Ireland, including dedicated Twitter and Facebook accounts
- Make use of opportunities, as they arise; to provide talks and copy for internal and external organisations and publications; and to liaise with the media.

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.

## PERSON SPECIFICATION

### Knowledge, skill and experience:

	<b>Essential</b>	<b>Desirable</b>
<b>Education / Qualifications</b>	<ul style="list-style-type: none"> <li>Educated to degree level</li> </ul>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience in biological recording - including field recording, record submission, data management, and general awareness of recording schemes in Ireland and Northern Ireland.</li> <li>A strong background in field botany</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working in the voluntary sector, specifically with membership organisations</li> <li>Experience in managing projects and associated budgets</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>Proficient in the use of IT; Word, Excel, PowerPoint and other MS software.</li> <li>Good scientific understanding of the principles and practices of plant recording and monitoring</li> </ul>	<ul style="list-style-type: none"> <li>A sound knowledge of ecological recording software/ programmes, for example MapMate.</li> </ul>
<b>Skills/abilities</b>	<ul style="list-style-type: none"> <li>A motivated self-starter</li> <li>Proven ability to work alone and manage own workload</li> <li>Excellent all-round communication and people management skills, including working with colleagues, enthusing volunteers, communicating with partners etc.</li> <li>Excellent organisational and time management will be needed for this diverse and busy role</li> </ul>	
<b>Other</b>	<ul style="list-style-type: none"> <li>A full driving licence and a willingness to travel throughout Ireland and, on occasion, to Scotland, England and Wales.</li> </ul>	<ul style="list-style-type: none"> <li>Experience of fund-raising including grant applications</li> </ul>