

## Job Description – Assistant Conservation Officer (ACO) for Barn Owl field work

**Post Title:**

Assistant Conservation Officer (ACO)

**Responsible to:**

Head of Conservation

**Line Manager:**

Head of Conservation

**Location:**

The Barn Owl Trust, Waterleat,  
Ashburton, TQ13 7HU

**Salary:**

£21,573

**Duration of post:**

12-month renewable contract

**Hours of work:**

37.5 hours per week

### THE BARN OWL TRUST

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The Barn Owl Trust is a small, registered charity based at Ashburton, Devon. Its core aim is focused on the conservation of the Barn Owl and its environment. The main areas of work are the provision of information, practical and advisory fieldwork, owl rehabilitation, education and research. In addition, we run a small sanctuary which is not open to the public.

More information is available on our website: [www.barnowltrust.org.uk](http://www.barnowltrust.org.uk)

The Assistant Conservation Officer will carry out Barn Owl conservation work in close liaison with a small team of experienced Conservation Officers. This involves responding to conservation enquiries, erecting/monitoring nestboxes, habitat and other owl-related advisory work, with occasional - care of casualty owls, sanctuary work, aiding research projects, and practical conservation tasks on our 26-acre reserve.

### PRINCIPAL ACTIVITIES AND KEY RESPONSIBILITIES

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**Core work:**

- Support the Head of Conservation and team
- Develop and maintain knowledge of Barn Owl ecology and conservation through reading and research, mainly in your own time
- Erect and maintain nestboxes in indoor and outdoor locations
- Advise landowners and the general public on creating and maintaining rough grassland
- Undertake nest inspections in line with BOT working practices and licence conditions
- Carry out site enhancement by improving access and mitigating hazards
- Carry out surveys to determine if and where Barn Owls are present
- Respond to email enquiries relating to nestbox erection and habitat management
- Follow and comply with health, safety, and welfare policies
- Use Access database to retrieve and record data
- Undertake contract and project work

**Additional activities:**

- Represent the Trust at events and meetings (some evening/weekend work will be required)
- Organise and oversee volunteers
- Undertake occasional land management tasks and some general maintenance work
- Implement a personal work schedule (in liaison with Head of Conservation)
- Help maintain equipment and vehicles
- Carrying out other tasks/duties to help the Trust reach its goals/mission

## Person Specification – Assistant Conservation Officer (ACO) for Barn Owl field work

	Essential	Desirable
<b>Skills and attributes</b>	Keen interest in Barn Owls, ecology and conservation, and an eagerness to learn.	Excellent written communication skills.
	Capable of using a 3-section 24kg ladder and confident when working at height.	Able to identify and interpret signs of Barn Owl occupation.
	Excellent inter-personal skills, and the ability to work independently and within a team, as well as engaging stakeholders.	The ability to prioritise work efficiently and see tasks through from conception to completion.
	Proficient in planning and executing work over multiple locations.	Good awareness of logistical constraints and practical timeframes.
	Capable of using hand tools and power tools to carry out carpentry tasks.	
	IT literacy to facilitate data handling, record keeping, correspondence and web searching.	
	Practically minded, resourceful and flexible to create solutions to problems.	
	Well-motivated and organised with meticulous record keeping.	
<b>Knowledge and qualifications</b>	Well-developed knowledge of owls, British birds, and farmland wildlife.	Degree in conservation-related field (undergraduate/postgraduate) or extensive related experience.
	Broad awareness of wildlife conservation issues.	Knowledge of farming, UK farm wildlife (especially birds) wildlife-related legislation.
	Full UK driving license and happy to spend time driving.	Working at Height qualification, 4x4 off-road driving qualification, First Aid
	Knowledge of Health & Safety principals & practice.	An interest in climate change, biodiversity loss and the ecological crisis.
<b>Experience</b>	Practical aptitude - DIY skills.	Demonstrable commitment to wildlife and wider environmental conservation.
	Monitoring wildlife species while avoiding any negative impacts.	Handling spatial data in various formats (e.g., UK grid reference, decimal latitude/longitude, etc.).
	Using common work-place software.	Handling wild birds under licence.

## General Terms and Conditions

<b>Holidays:</b>	24 days per annum plus Bank Holidays
<b>Pension:</b>	The Trust contributes to the NEST Pension Scheme. Full details will be provided.
<b>Hours of work:</b>	37.5 hours per week. Overtime is not paid but flexible time off in lieu (flexitime) may be taken where appropriate, as the post may involve some evening or weekend working.
<b>Duration of post:</b>	This post is offered for a period of 12 months, to include a 3-month probationary period, during which time post holders are expected to demonstrate their suitability for the role. At the end of the 12-month period, subject to performance, the post will become permanent, and the contract renewed annually.
<b>Closing date for applications:</b>	<b>Tuesday 2<sup>nd</sup> January 2023</b>
<b>Interviews:</b>	<b>Tuesday 17<sup>th</sup> and Wednesday 18<sup>th</sup> of January 2023</b>  Interviews will involve a <b>10-minute presentation</b> on 'Your knowledge of Barn Owls and what you can bring to the role' - <u>without</u> the use of PowerPoint.  There will be a <b>short outdoor activity</b> as part of the interview process – please dress appropriately – this is a <b>manual handling task</b> .
<b>Start date:</b>	Ideal start date is <b>Wednesday 1<sup>st</sup> March 2023</b>

Thank you for your interest in working for the Barn Owl Trust. We look forward to receiving your application.

To apply for this position, you will need to complete an application form which can be downloaded from our website.

As an inclusive employer, the Barn Owl Trust values diversity and we are committed to creating an inclusive culture where everyone is able to be themselves and to reach their full potential. We encourage applications from people of all backgrounds and cultures.

