

Job Description and Person Specification

BARN OWL TRUST – PA to Head of Conservation/Conservation Assistant
January 2018

Main role	to support the Head of Conservation and other members of the Conservation Team.
Responsible to	Head of Conservation (HC)
Line Manager	Head of Conservation (HC)
Hours of work	37.5 hours/week - see the Flexi-Time Agreement
Workspace	Open plan office shared with three colleagues in a wooden building
Priorities	to ensure that all work is an effective use of Trust resources in line with stated priorities and within allotted time and that agreed targets and deadlines are met

Principal activities

- support and assist the Head of Conservation and the other members of the Conservation Team when necessary – including basic IT support
 - organise the Trust's training courses for ecologists and planners
 - organise BOT attendance at county shows, arrange displays and schedule staffing
 - * provide presentations to schools/youth groups including the handling of an untethered tame captive-bred Barn Owl
 - take bookings for presentations to school/youth groups and adult groups
 - deal with general enquiries by email, telephone, post and in person
 - extensive Access database use, data recording and report writing
 - reading and research to develop and maintain knowledge of Barn Owl ecology and conservation (most of this will need to be done in your own time)
 - website content creation and updates using WordPress
 - creation and updating of BOT educational resources
 - represent the Trust at events and meetings (some evening/weekend work will be required)
 - organisation and overseeing of volunteers
 - plan and implement (in liaison with Head of Conservation) a personal work schedule
 - * handling of owls in rehabilitation and sanctuary environment
 - * general practical work on the BOT 26 acre field and sanctuary
 - update and deal with conservation enquiries on social media (in liaison with admin)
- Any other duties as required

* occasional tasks

Person specification

Essential requirements:

- Excellent organisational skills
- Excellent communication skills, both written and spoken
- Strong computer literacy
- Full clean driving licence
- Ability to talk to a large variety of age ranges
- Experience using Microsoft Office programmes
- Experience of using social media such as Facebook and Twitter
- On occasion, willing to work outside the usual 9 to 5
- Willing to get involved with practical tasks

- Good knowledge of countryside issues

The following would be an advantage:

- Creative writing skills
- Experience with design programmes
- A background in conservation/ecology/environmental education
- Experience with WordPress
- Fundraising experience