

WARWICKSHIRE WILDLIFE TRUST

PERSON SPECIFICATION – BIODIVERSITY PROJECT MANAGER

KNOWLEDGE

- Organisational systems
- Good understanding of biodiversity
- Understanding of survey processes and LBAP system
- Understanding of GIS systems
- Managing staff and volunteers

SKILLS

- Lead, motivate and manage staff and volunteers
- Organised in office and time management
- Networking and partnership working skills
- Development and management of budgets and agreed time scales
- Excellent communication skills (both written and spoken)
- Good IT skills
- Operation of GIS systems
- Innovative approach to the work

ABILITIES

- To work with enthusiasm under pressure
- To decide and manage priorities
- To work on own initiative and as part of a team
- To delegate to staff and volunteers
- To communicate effectively with a range of people
- To analyse data and identify further work required
- To inspire people
- To have full driving licence/ability to travel throughout sub region

EXPERIENCE

- Management of staff and volunteers
- Producing and working to a business plan and targets
- Familiarity with use of data to inform plans and reports
- Producing written reports
- Writing funding applications (desirable)
- Chairing and organising meetings
- Presentations to meetings

EDUCATIONAL ACHIEVEMENTS

- Educated to degree level in a relevant discipline with 12 months experience **or** 2 years relevant professional experience

CONTRA-INDICATORS

- Unwillingness to work flexible hours including occasional evenings or weekends

WARWICKSHIRE WILDLIFE TRUST IS STRIVING TOWARDS EQUALITY OF OPPORTUNITY IN ALL ASPECTS OF ITS WORK