

5th July 2010

Our Ref: HR/1 BIOMG

Dear Enquirer,

Biodiversity Project Manager

Thank you for your enquiry concerning the above post. Please find enclosed an Information Pack with further details about the Trust and the job as well as an Application Form and Equal Opportunities Monitoring Form. You can find out more about the Trust at our website www.warwickshire-wildlife-trust.org.uk. The Habitat Biodiversity Audit partnership information is hosted on www.warwickshire.gov.uk; search for Warwickshire Habitat Biodiversity Audit.

The post will manage the Habitat Biodiversity Audit (HBA) team for Warwickshire, Coventry and Solihull. The project is funded and supported by a partnership including eight local authorities, Natural England and the Environment Agency, with the Trust acting as project managers. The project has been recognised as good practice by European Commission.

The work will include (i) managing and developing the Biodiversity Team staff and volunteers; (ii) managing the budget and seeking new funding; (iii) overseeing and undertaking practical survey work and linking with LBAP actions; (iv) involvement in Climate Change agenda and strategic issues.

It is a full time post, 35 hours per week. The post is based at Warwick, in an office at Warwickshire County Council Museum Field Services.

The closing date for receipt of completed application forms is **10 am, 22nd July 2010**, with interviews being held on either **29th or 30th July**. Shortlisted candidates will be telephoned and/or emailed to inform them of interview. Please ensure that you are available on these dates if you wish to be considered for interview. If you have not heard from us by 23rd July please assume that your application was unsuccessful. However, I would like to thank you in advance for your interest in the post and for taking the time to apply.

I look forward to receiving your completed Application and Equal Opportunity Monitoring Form.

Yours sincerely,

Gina Rowe
Director of Conservation