



LOTTERY FUNDED

Job Title:	Norfolk Urban Peregrines Project Officer	Job Category:	Conservation
Department/Group:	Head Office	Job Code:	PPO2017
Location:	Sculthorpe	Travel Required:	Travel Required
Level/Salary Range:	£22000 per anum pro rata	Position Type:	Fixed Term
HR Contact:	A Blumfield	Duration:	3 years – 30 hours per week
Application Deadline	24 th February 2017	Reports to:	Conservation Officer

Applications Accepted By:

EMAIL:

admin@hawkandowl.org
Subject Line: PR Office Application

MAIL:

A J Blumfield – Chief Operations Officer
Hawk & Owl Trust
Turf Moor Road, Sculthorpe, Fakenham
Norfolk NR21 9JD

Job Description

The Hawk and owl trust founded in 1969 is the only Charity in the UK solely dedicated to conserving all Britain’s wild birds of prey including their habitats.

Owls, falcons, hawks and buzzards are under threat from habitat loss, persecution, nest site loss and many other factors. The Trust works in conjunction with farmers and landowners within the local community creating habitats and installing nest boxes. Additionally, we own and manage 3 nature reserves within England. Sculthorpe Moor in Norfolk, Flyingdales in Yorkshire and Shapwick in Somerset.

The aim of the post is to develop a heritage lottery funded project which will enable a diverse range of people to interact with Urban based wildlife with specific emphasis on urban peregrines.

- To organise a programme of fun and informative based learning educational activities
- Manage volunteers and their well-being.
- Build relationships with other potential urban nesting sites in the county of Norfolk.
- Manage an increase presence on social media, as well as web based information relating to the peregrine activities.
- Build association with other urban peregrine sites in the UK to establish a base for sharing information both scientific and practical.

Hawk and Owl Trust

Turf Moor Road, Sculthorpe, Fakenham, Norfolk NR21 9GD

Tel: 01328 856 788 Email: admin@hawkandowl.org Web: www.hawkandowl.org

Charity Number: 1058565 Company No: 3254207

Main Responsibilities

- Managing and Developing the Norfolk Urban Peregrine Project
- Managing Norwich Cathedral Peregrine Watch point in the close @Norwich Cathedral
- Managing Peregrine Project Assistant through the seasonal duration of the watch point
- Managing Volunteers and Oversee the rotas ensuring a 7 days a week coverage at watch point
- Ensuring health and safety measures are adhered to
- Counting, recording and banking donation money during the period watch point is open
- Developing events and activities as appropriate
- Promote the Trust wherever possible in particular recruiting new members as an ambassador for our vision values and aims.
- Working with other Hawk and Owl staff to establish peregrine nesting platforms at other locations in Norfolk and liaising with staff at those sites to develop public watch points and information activities as appropriate.
- Liaising with other peregrine projects and helping to collate and review any relevant studies or information on urban peregrine ecology.
- To submit quarterly progress reports for presentation to the Chief Operations Office and HLF

Qualifications and Education Requirements

- Educated to degree level in a relevant subject or equivalent qualification or experience
- Demonstrate a record of managing and delivering projects
- Sound Knowledge of Bird of Prey ecology
- Ability to confidently talk about issues relating to Birds of Prey
- Understanding of Health and Safety issues

Skills and Abilities

- Excellent report writing skills
- The ability to communicate to the target audience
- Flexible approach - able to adapt to turn around requests quickly
- Good communication skills – able to work with a broad cross section of both internal and external contacts
- Experience of managing volunteers, organising training events and running a public event
- Multimedia skills– familiar at producing both photographic and video content at short notice and producing education materials
- Social media strategy– innovative in approach to building our online presence
- Highly motivated and organised– able to manage a varied workload to meet deadlines
- IT Skills – Comfortable with Microsoft Office applications

Additional Notes

- An interest and knowledge in the natural world and conservation is absolutely key to the position
- The candidate must be approachable and able to build a strong rapport with all staff, volunteers and trustees
- Hold a full driving license as travel will be required
- First aid trained (preferable)
- DBS check if no current one is available
- Interviews for this post will be held on the 9th March 2017

Reviewed By:	NM	Date:	08/02/2017
Approved By:	AJB	Date:	08/02/2017
Last Updated By:	Name	Date/Time:	Date/Time