



Job Title:	Norfolk Urban Peregrines Project Assistant	Job Category:	Conservation
Department/Group:	Head Office	Job Code/ Req#:	PPA2017
Location:	Sculthorpe	Travel Required:	Travel Required
Level/Salary Range:	TBA	Position Type:	Fixed Term
HR Contact:	A Blumfield	Duration:	15 weeks – 37.5 hours per week
Application Deadline	Wednesday 18 th January 2017	Reports to:	Peregrine Office / 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 and their habitats.

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

The aim of the post is to manage the Norwich Cathedral Peregrine watch point which will enable a diverse range of people to interact with urban wildlife with the emphasis on urban peregrines at Norwich Cathedral. The focus is the Watch Point which runs throughout the breeding season and is supported by a team of volunteers. Key activities will be:

- Maintain an excellent working relationship with the Staff at the Cathedral and the Castle Museum.
- Working with the project officer in delivering activities at the Cathedral and Castle with the resident education departments
- Supervising volunteers and overseeing their well-being at the Watch Point

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

- Supervising Norwich Cathedral Peregrine Watch point in the Lower Close at Norwich Cathedral
- Supervising Volunteers and overseeing the rotas ensuring 7 days a week coverage at watch point
- Ensuring health and safety measures are adhered to, and the well-being of the volunteers at the Watch Point is maintained
- Counting, recording and banking donation money during the period Watch Point is open
- Assisting the Project Officer in developing events at the Cathedral and other 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 Trust staff

Experience

- Supervision of Volunteers
- Running public events
- Production of interpretive materials
- Educational outreach
- Social media content production

Skills and Abilities

- Sound knowledge of Bird of Prey ecology
- Ability to talk confidently about issues relating to Birds of Prey
- Understanding of Health and Safety
- Ability to explain and inspire
- Excellent IT skills
- Full UK driving Licence
- First Aid Trained (preferable)

Personal Qualities

- Excellent communication and negotiation skills
- Ability to balance work to ensure that tasks are achieved
- Ability to enthuse and inspire
- Good interpersonal skills
- Good public liaison skills
- Ability to work under pressure and meet deadlines
- Mature professional outlook dealing with variety of contacts
- Ability to work on own initiative to an agreed programme
- Ability to recognise issues that need referral to Project Manager
- Willingness to learn and develop new skills

Additional Notes

- An interest 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
- Weekend and evening work may be required for which you would receive time off in lieu.
- DBS check if no current one is available

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Reviewed By:	Name	Date:	Date
Approved By:	Name	Date:	Date
Last Updated By:	Name	Date/Time:	Date/Time