

Bat Conservation Trust



Head of Biodiversity Job Share

(Part-time)

Hours	<p>Part-time 15 to 18.75 hours per week excluding one hour for lunch (0.4 to 0.5 FTE).</p> <p>Hours can be worked flexibly using our Flexi Time policy (core hours being 09:30-12:00 and 14:30-16:30) – or we can discuss other flexible patterns if needed.</p> <p>Occasional longer hours outside normal working hours including weekends for which time off in lieu is given in line with policy.</p>
Location	<p>This role is based at BCT's main office in Battersea, London; however, it may be carried out substantially from home, if the candidate prefers, with attendance at our office in Battersea, London as needed; or we can agree a more regular hybrid arrangement. Arrangements will be discussed with the successful candidate and will depend on the candidate's situation.</p> <p>Regular travel is required to attend meetings and events in London and elsewhere (the expense of homeworking and commuting between the candidate's home and the London workplace is not covered by BCT).</p> <p>Must be based in UK.</p>
Contract type	<p>This is a permanent contract, but as with all contracts at BCT continuity is subject to funding. We have 12-months secured funding and will be actively seeking further funding to support this post.</p>
Salary	<p>£41,000 to £43,000 per year pro rata, which is equivalent to £20,000 to £21,500 at 50% of full time or £16,000 to £17,200 at 40% of full time.</p>
Probation period	<p>3 months.</p>
Notice period	<p>One week's notice during probation, followed by three months' notice.</p>
Conflict of interest	<p>There must be clear distinction between work the post holder carries out in the capacity of their employment with BCT and any outside interests they have. Under no circumstances should any outside interest financially benefit as a direct result of any work/services performed whilst employed in this role. Details of other employment or business interests which could potentially conflict with the Head of Biodiversity role should be declared during the recruitment process.</p>

Role overview

The main purpose of this role is to jointly direct BCT's Biodiversity Team in line with BCT's Strategy Objectives and national biodiversity targets, ensuring maximum reach and impact from the team's work with sectors that impact bat conservation. The Head of Biodiversity Job Share will play a vital role in providing technical expertise and influence to maintain BCT's authority as the UK's leading bat conservation non-government organisation (NGO).

Responsibilities

The job share partners will jointly take responsibility for the following areas of work, with exact responsibilities agreed with the successful candidate, dependent on their experience and competencies:

BCT Strategy

- See: <https://www.bats.org.uk/the-trust/our-strategy> for details of BCT's current three-year strategy.
- Lead on elements of the *Act* strategic theme and contribute to the development and delivery of BCT's *Influence* strategic theme. Collaborate with senior managers and Biodiversity Team to set long-term ambitions, interim goals, and metrics.
- Ensure work of the Biodiversity Team aligns with BCT's strategic goals.
- Ensure accountability by monitoring, evaluating and reporting on progress against the *Influence and Act* themes to senior managers and trustees, and as part of staff appraisals.

Programme Management

- Direct, develop and manage the biodiversity work programme to deliver BCT's Strategic Objectives and national biodiversity targets for bats.
- Write and develop funding proposals, manage partnerships and implement projects which deliver the biodiversity work programme and develop innovative, cost-effective methods for conserving bats.
- Develop and implement discreet biodiversity contracts where these fit with BCT strategic priorities.
- Direct and oversee the following work areas, aiming to raise awareness and best practice standards in sectors influencing bat conservation: Built Environment, Woodland, Agriculture, Wildlife Crime, Advocacy and Policy.

Expertise

- Produce high quality internal and external training and guidance, including publishing national best practice standards.
- Provide expert technical advice to BCT staff and external contacts seeking input on the development and implementation of guidance.
- Represent BCT on steering and advisory groups as appropriate where the work influences bat conservation and the maintenance of best practice standards.
- Promote high professional standards and good practice for bat-related issues, e.g. surveying, mitigation and enforcement methods.

Influencing and Lobbying

- Represent BCT on conservation issues, attend conferences and events, and give presentations to a variety of audiences, including the media.
- Develop and manage partnerships with professional and voluntary bat experts, other biodiversity NGOs, government agencies, the UK Bat Steering Group and other relevant bodies.
- Provide expert advice on relevant government consultations as required.
- Influence the development and implementation of legislation and policy affecting bats and biodiversity.
- Ensure BCT has a clear and authoritative voice in in the UK biodiversity and planning processes.

Department support and administration

- Motivate and support BCT biodiversity staff to work to the best of their abilities.
- Ensure team responsibilities are appropriately assigned and manage team capacity to avoid overcommitment and ensure team wellbeing.
- Encourage the professional development of team members.
- Encourage a positive working environment.
- Encourage within and cross team communication, including by organising regular team/department wide, and cross-department meetings (where applicable).
- Coordinate the work of the department with the CEO and/or relevant member of the Senior Management Team.
- Deal directly and promptly with difficult management issues.

Any other duties within the competencies expected in the role, as required.

Financial

- Responsible for BCT's Biodiversity, Wildlife Crime, Advocacy and Policy departmental budgets (totalling in the region of £140K). Responsible for financial planning/budget setting, budget adherence, and checking management accounts.
- Oversight of budgets for Built Environment and Woodland work areas (in the region of £120K).
- Develops strategies to increase income generation to achieve strategic financial targets.
- Maintain an overview of department's financial procedures and needs.
- Authorise expenses claims and credit card expenditure for direct reports.

Risk

- Reputational risk: identify, assess and mitigate risk to BCT across biodiversity and training work areas; regular contact with strategically important external contacts.
- Project risk: directly responsible for the delivery of major strategic project; monitor project delivery of line reports and resolve challenges, including staff capacity.

Authority

- Use professional judgement and initiative to make independent and proactive decisions the majority of the time, consulting member of senior management team where needed.
- Set own work plan in consultation with member of senior management team but highly autonomous.
- Approve work plans for Biodiversity Team.
- Signatory on contracts.
- Represent BCT in cross sector development of guidance and policy.
- Influence key stakeholders to make a positive difference for bat conservation.
- Budgetary authority as above.

Reporting

- Report to Board of Trustees quarterly on delivery of relevant strategic themes.
- Report to funders (e.g. Natural England or trust/grant making organisations as relevant) on project outcomes and finances.
- Contribute information on BCT Biodiversity work to the BCT Annual Report
- Biodiversity reporting via events such as conferences, steering group meetings and forums.

Working relationships

Internal

Line managed by: Director of Conservation

Line manages: Members of the Biodiversity team (Built Environment Manager, Woodland Specialist, Wildlife Crime Officer, Agriculture Officer, Advocacy & Policy Officer), but exact responsibilities to be agreed with the successful candidate.

Indirect reports: Biodiversity Training Officer (depending on line management responsibilities)

Close contact with Chief Executive Officer, Director of Conservation, Director of Communications and Fundraising, other team Heads, Training and Conferences Manager.

External

Regular contact with professional ecologists, industry, non-government organisations, professional bodies, funders, government departments and agencies.

Co-ordinate and support bat expert action and advice through networking with other biodiversity stakeholders.

Other factors

Compliance with BCT's Staff Handbook policies, Health & Safety Policy, Data Protection regulations, Safeguarding Policy, and Green Housekeeping.

This role is required to travel to attend meetings and events.

As a job share, it is important in this role that the partners communicate effectively and are knowledgeable in all aspects of the role to ensure continuity in the event of the partner's absence, even if the partners focus their time on different day-to day aspects.

Person Specification

	Essential We really need you to have these	Desirable We would love it if you have these
Experience	<p>Sufficient years of experience with bat and biodiversity conservation to speak with authority</p> <p>Sufficient years of experience of planning, licensing and ecological consultancy advice to speak with authority</p> <p>Experience of working in the environmental sector</p> <p>Experience of managing projects</p> <p>Experience of producing high quality written communications for a variety of audiences</p> <p>Experience of confident and authoritative public speaking to a range of audiences</p> <p>Experience of building effective relationships and networking</p> <p>Experience of inspiring others about conservation and motivating them to act</p> <p>Experience of leading and managing a team – driving strategic outcomes, guiding, supporting and building a strong team</p> <p>Direct line management of staff including performance management</p> <p>Recruitment and induction of staff</p>	
Knowledge	<p>Good understanding of bat biology and conservation requirements</p> <p>Knowledge of planning, legislation, licensing, mitigation and policy in relation to protected species, in particular bats</p> <p>An understanding of the perspective of ecological consultants</p> <p>Awareness of staff recruitment best practice</p>	<p>Knowledge of bat groups and the volunteer network</p> <p>Licence for undertaking bat work</p> <p>Knowledge of UK biodiversity strategy</p> <p>Understanding of UK employment law, health and safety and equal opportunities</p>

	Essential We really need you to have these	Desirable We would love it if you have these
Skills	<p>Ability to inspire, motivate and develop staff, help set objectives and manage performance, providing clear team leadership</p> <p>Strong written and verbal communication skills – to deliver constructive feedback and report staff issues</p> <p>Excellent communication skills with a high standard of written and spoken English</p> <p>Strong interpersonal skills with active listening and tailored communication style – to proactively build relationships with external contacts and team</p> <p>Strong organisation skills to plan and manage multiple projects to deadlines, prioritise and delegate where needed</p> <p>A critical thinker who can analyse information and use sound judgment to resolve challenging issues and conflict where needed</p> <p>Ability to develop and articulate a strategic view both for day to day decision making and for steering team</p> <p>Ability to make timely, informed and confident decisions under pressure</p> <p>Facilitation skills</p> <p>Ability to represent BCT with authority and conviction</p> <p>Proficient IT skills (MS Office apps inc. Teams, file sharing and video meetings)</p> <p>Works well independently; has strong personal motivation and self-reliance</p> <p>Able to convey authority on bat conservation issues</p>	<p>Good campaigning and influencing skills</p> <p>A valid UK driving licence</p>
Personal Qualities	<p>An influencer, able to inspire others and make a real difference on behalf of bats</p> <p>Ability to foster a supportive working environment</p>	

Essential We really need you to have these	Desirable We would love it if you have these	
	<p>Sensitivity and supportive approach to dealing with staff issues; keeps staff wellbeing in mind</p> <p>Trustworthy – leads by example, is accountable, transparent with a high level of professional integrity</p> <p>Adaptability and resilience – to respond effectively and positively to changing priorities and challenge</p> <p>Strong personal motivation and self-reliance; works well independently</p> <p>Strong commitment to bat conservation and environmental issues</p> <p>Commitment to Equity, Diversity & Inclusion (EDI) and is respectful, understanding and sensitive towards other people whatever their perspectives</p> <p>Self-aware with a commitment to own continuous learning</p> <p>Willing, able and confident to travel within the UK</p>	

BCT values

Our values guide our work and we expect all staff to be committed to them.

Evidence based: We seek out and commission leading science and research to build the best possible evidence base to focus our work and the shape the advice we give.

Collaborative: We actively seek out the best partners, conversations, and opportunities to make our expertise and resources work hard to deliver the best outcomes for bats.

Inclusive: We are working to remove barriers to participation in bat conservation, as we believe including and welcoming a wide range of people will bring new ideas and benefit both people and bats.

BCT also values the wellbeing of all staff. We encourage staff to develop boundary setting skills to:

- achieve work-life separation and role clarity
- say 'no' to unreasonable demands
- prioritise self-care