



## **Scottish Invasive Species Initiative Project Officer**

### **Job Description**

The Scottish Invasive Species Initiative is a multi-year multi-partner project working across approximately 1/3<sup>rd</sup> of mainland Scotland. Its success relies upon the effective local working of its Project Officer team (employed by project partners) and in the co-ordination of this work across all areas of the project. These are challenging roles but give great opportunity for each Project Officer to make a difference both locally and strategically as part of the largest invasive non-native species control project in Great Britain.

Each Scottish Invasive Species Initiative Project Officer will act as the point of contact for the project in their area. The Project Officers, overseen by the Project Manager and supported by local partners, will work as a team to deliver our activities and ensure that outputs and outcomes will be secure after the project finishes. Project Officers will be responsible for all or specified combinations of the following aspects of the project: communications, education and outreach, volunteer recruitment and management, biosecurity, invasive non-native species control and restoration trials.

### **A. Key Tasks and Responsibilities**

#### **1. Project Management and Reporting**

- Working with the Project Manager, manage and coordinate delivery of contracts and contractors relating to the project
- Manage the use of project equipment and identify future needs with the Project Manager
- Provide progress reports to meet overall project reporting and frequency requirements
- Maintain local financial records as required and support the preparation of partner funding claims to the Project Manager
- Work with the Project Manager and project team to schedule work and ensure delivery of activities to necessary time schedules and seasonal requirements
- Support overall project coordination and delivery by participation in Project Officer meetings with the Project Manager, Project Administrator and Volunteer and Communications Officer
- Manage project activities with local partner staff and management structures

#### **2. Communication, Awareness and Education**

- Act as an ambassador for the project with communities, volunteers, local partners and the wider public to promote our control activities and to raise the profile and awareness of invasive non-native species issues and the threats they present to native biodiversity

- Generate content and material for use by the project on its website and social media platforms working with the Volunteer and Communications Officer
- Communicate and promote the project messages to new and existing audiences by the delivery of presentations, talks, webinars and the preparation of case studies, blogs etc
- Attend and participate in relevant local stakeholder groups, forums and meetings
- Establish strong local relationships with volunteers, land managers and communities to help ensure the legacy of the project and maintenance of outputs and outcomes after project end

### **3. Volunteer Management**

- Working with the Project Manager, Volunteer and Communications Officer and local project partners recruit, coordinate and maintain a network of volunteers to support delivery of invasive non-native plant and American mink control programmes
- Identify local land-managers, ghillies, gamekeepers, communities, volunteers and others who may wish to engage with the project volunteering activities
- Provide training to the volunteer network as required that includes but is not limited to:
  - The set-up, maintenance and running of mink rafts
  - Humane dispatch of mink (where appropriate)
  - Identification skills for key native species and non-native plants
  - Data collection according to standardised protocols
- After training, maintain records of volunteer registrations and time contributions for your area using the project Volunteer Management System and standard time reporting systems
- Provide high quality and safe work sessions with individual and groups of volunteers to support, particularly, invasive non-native plant control
- Maintain regular contact and communication with volunteers working on both plant and American mink control projects to maintain engagement, inform volunteers of progress and to encourage ongoing participation
- Promote volunteering opportunities locally and with the Volunteer and Communications Officer using the project website, social media platforms and local press and media

### **4. Invasive non-native species control**

- Organise and manage volunteers and contractors in the control of target invasive non-native plant species
- Coordinate and maintain a programme of American mink monitoring and control by providing ongoing support to and recruitment of a volunteer network and maintain records of monitoring, trap activity and mink captures
- Support both invasive non-native plant and American mink control in their area by undertaking plant control work themselves and monitoring mink rafts and traps when required in priority locations
- Undertake invasive non-native plant species monitoring at control sites using standard project approaches
- As required undertake surveys to verify and determine the distribution of target invasive non-native species
- Maintain well organised records of invasive non-native plant control activities including chemical volume applied, time to deliver control and confirmation of those delivering control
- Coordinate surveys and data collection for monitoring and evaluation purposes
- Work with local land managers to agree voluntary management agreements in order to transfer invasive plant control responsibilities back to land managers following initial control by the project

## **B. Experience and skills**

### **1. Essential**

- Experience of working in a team and/or of within a partnership project or setting
- Experience of working and/or engagement with communities and volunteers
- Excellent communication skills (written and verbal) – ability to tailor style to suit audience
- Knowledge of biodiversity and invasive non-native species issues
- Knowledge and experience of Scottish conservation and countryside legislation and issues
- Excellent organisational skills and ability to manage and schedule multiple tasks
- Holder of UK driving licence

### **2. Desirable**

- Experience in delivering training, coaching or mentoring
- Experience of working in education and learning
- Experience of handling and trapping wild animals
- Experience of managing invasive non-native plant and/or animal species
- Holder of PA1/PA6/W qualifications (operation of hand held chemical sprayers)
- Holder of Outdoor First Aid Certificate