

## **Role: Seasonal Project Officer (Scottish Invasive Species Initiative)**

### **Key tasks and responsibilities**

The Seasonal Project Officer will work closely with the Project Officer and Volunteer and Communication Officer to undertake the following tasks:

- Work with the Project Officer to deliver a practical work programme for volunteers.
- Working with local land-managers, ghillies, gamekeepers, communities, volunteers and other stakeholders, recruit, coordinate and maintain a network of volunteers and wildlife management professionals.
- With the Project Officer liaise, motivate and communicate with volunteers as required.
- Organise and where required lead volunteer work parties for the clearance of invasive non-native plants.
- Be responsible for all logistics associated with the deployment and workings of volunteer work parties.
- Ensure that all Health and Safety requirements are met and protocols are followed.
- Record volunteer tasks undertaken and time spent.
- Record the extent and abundance of plants within target populations treated by volunteers.
- With the Project Officer maintain a surveillance network to record the occurrence of target invasive species.
- 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 and after necessary training);
  - Identification skills for key native species and non-native plants.
  - Data collection according to standardised protocols.
- Monitor the outcomes and impacts of the control work undertaken.

### **Experience and skills**

- Well motivated to undertake tasks in liaison with other Project staff
- Physically fit to carry out manual clearance of invasive non-native plants
- Ability to demonstrate experience of leading volunteer groups
- Good record keeping skills
- Good communication skills and a proven ability to deliver projects with supervision
- Advantageous to hold City & Guilds NPTC Level 2 Award in PA1 (safe use of pesticides), PA6 (hand held applicator) and W (for use by water) qualification
- Advantageous to hold First Aid at Work or Outdoor First Aid qualification
- A full driving licence and access to a vehicle is essential