

Ecologist

We are the county's leading conservation charity, committed to protecting wildlife and inspiring a lifelong love of nature. Our climate is in crisis and nature needs our help. Together we can protect the future.

Thank you for your interest in the role of Assistant Ecologist Intern at Essex Wildlife Trust.

We have an exciting opportunity for a passionate and suitably qualified Ecologist to join our consultancy practice Essex Ecology Services, which is the ecological consultancy wing of Essex Wildlife Trust.

The post holder will work closely with the Principal Ecologist to develop and expand our ecology consultancy practice through ecological surveys and producing reports for a variety of commercial clients, including utility companies, developers, and local authorities.

The role would suit a highly motivated individual with extensive ecological survey experience, identification skills for a range of species and capable of producing clear, concise survey reports.

For further information or an informal discussion about the role, please contact me at path@essexwt.org.uk.

The role is a full-time position on a permanent basis.

Essex Wildlife Trust are the county's leading conservation charity, committed to protecting wildlife and inspiring a lifelong love of nature; and we would love you to join our committed and enthusiastic team. Our values are **Inspiring, Collaborative, United** and **Professional**.

Essex Wildlife Trust is currently trialing hybrid-working arrangements with a view to implementing a workplace policy in 2023. For contractual purposes, your place of work will be Abbotts Hall in Great Wigborough with some hybrid/remote working available, to be agreed with your line manager. Further details of the hybrid-working arrangements will be shared at interview.

To make an application, please complete the application form on our website by 10:00am on Wednesday 31 August

Thank you for your interest in this role. I look forward to receiving your application.

Yours faithfully



Pat Hatch
Principal Ecologist, Essex Ecology Services



Job Description

Job Title: Intern
Salary: £25,214.40
Contract: Permanent
Location: Trust Main Offices, Abbots Hall Farm
Reports to: Principal Ecologist

Job purpose

To manage and undertake ecological consultancy contract work

Key tasks

Service Delivery

1. Completion of contract workload
2. Assisting colleagues with practical and administrative support
3. Providing advice and support within EWT

People

4. Maintaining customer service standards in the delivery of EECOS contracts
5. Liaison with clients and their agents
6. Promoting teamwork and co-operation within EECOS and with EWT

Problem Solving/Innovation

7. Monitor and adhere to changes in legislation and best practice
8. Maintaining relevant knowledge levels regarding survey and mitigation methods
9. Maintaining the standard of your reports

Planning/organising

10. Personal time management and self-monitoring to meet all contract deadlines within quoted time
11. Maintaining a flexible approach to work patterns
12. Undertaking administrative tasks in a timely manner

Communication

13. Maintaining relationships with existing and potential clients
14. Effective use of telephone, e-mail and written communication
15. Acting as an ambassador for EECOS and EWT
16. Undertake any other duties that are within the scope of the role.

Person specification

Knowledge and skills

1. Hold a relevant qualification
2. Knowledge of wildlife legislation
3. Knowledge of species survey methodologies
4. Knowledge of plant and animal identification
5. Experience of habitat assessment
6. IT skills in Microsoft Office, particularly Word, Excel and Outlook

Essential Skills and Behaviours:

Team Working

- Makes a positive contribution to the team, supporting colleagues in their day-to-day work
- Establishes constructive and collaborative relationships with immediate colleagues

Problem solving and analysis

- Ensures details and facts are correct, complete and consistent, ensuring that conclusions drawn from the information are built on sound foundations

- Accurately collects and interprets relevant data in order to support organisation decision-making and delivery of task

Professionalism

- Able to produce accurate and high-quality results
- Shows enthusiasm to broaden own experience, knowledge, skills and self-insight
- Seeks out feedback from colleagues and managers, taking the learning and development points on board and modifying own practice

Determination

- Demonstrates commitment to the organisation and task completion
- Keeps track of own progress, completing work to deadlines or informing others when targets cannot be met

Persuasive communication

- Ability to communicate effectively, both verbally and in writing, adapting style to suit the audience
- Compares and contrasts options to highlight relative advantages and disadvantages or progressing along alternative paths

Customer Focus

- Puts the customer first and is eager to please them
- Relates well to different types of customers, listens and gets on with them
- Treats both internal and external service users with honesty, integrity and discretion

Planning

- Able to organise time effectively, create work schedules, prioritise workload and meet deadlines
- Identifies correct working methods, reviewing methods as appropriate and identifying how best to use resources to achieve results

Additional information

- The role entails some flexibility during the evening and weekends as and when required.
- The role requires an interest in working for a charity that is determined to protect wildlife for the future and for the people of Essex.
- The role requires the ability to drive, including a full driving licence and use of a vehicle, though pool vehicles may sometimes be available.
- The role is based between the Trust's headquarters in Great Wigborough, Essex, and remote working, but also requires regular travel across the county and beyond, with mileage paid for additional travel.

Signed: _____ Date: _____

Name: _____