**Student/graduate placement with *Shropshire Wildlife Trust***

**Start: *June/July 2019***

**Placement title**: Corporate Biodiversity Assistant

**Responsible to**: Tom Hayek (Corporate & Business Development Manager)

**Location**: SWT offices, Shrewsbury

**Full/Part-time**: 3 days a week

# **Placement type**: Annual

**Salary:** None but there is a flexible £2,000 training and development budget (which can also be used for conference attendance etc.)

Key objectives/tasks

* Organising business networking events (www.meresandmossesben.co.uk)
* Organising Shropshire Wildlife Annual Corporate event
* Managing Meres & Mosses Business Environment Network (MMBEN) website & corporates page on SWT website
* Design and deliver 3 corporate biodiversity projects over the year

Role description

The successful candidate will be working within the business development team based at the Shropshire Wildlife Trust headquarters in Shrewsbury. We organise a number of business networking events over the calendar year ([http://www.meresandmossesben.co.uk](http://www.meresandmossesben.co.uk/)) and one of the duties of the post-holder will be to organise these events, as well as the Shropshire Wildlife Trust annual corporate conference. This event organisation will include the booking of venues, speakers, other logistics and inviting delegates. The post-holder would also be responsible for managing the MMBEN website and the corporate pages of the Shropshire Wildlife Trust website.

As part of the business development team, the successful candidate will also be given the opportunity to deliver three corporate biodiversity projects comprising the design and delivery of survey and/or monitoring programmes or other environmental projects in conjunction with our corporate partners. This involves liaising with our corporate member organisations, coordinating and attending meetings to discuss feasibility and design of the projects. These projects could fit the existing interests of the placement student or could allow the development of new skills and interests. As examples, these projects could include botanical, invertebrate or small mammal surveys, the creation of management plans or atmospheric/other environmental monitoring.

Benefits and training

Access to a £2,000 training and conference budget

In-house training in website management

In-house training in event delivery

Health & Safety

All staff and volunteers have responsibility for ensuring that their working environment is healthy and safe and that staff and volunteers for whom they are responsible are not placed at risk. All staff will adhere to the current Health & Safety Policy.

Equal opportunities

Shropshire Wildlife Trust is an equal opportunities employer and operates an Equal Opportunities policy.

Person specification

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|  | **Essential** | **Desirable** |
| **Education / Qualifications** | * Current full driving licence
 | * Working towards or completion of a degree or equivalent in a relevant discipline (or equivalent experience)
* First Aid qualification
* Relevant Health and Safety qualification
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| **Experience** | * Experience of carrying out survey and monitoring work
* Experience of report writing
* Experience of working in a team
 | * Experience of writing management plans
* Experience of planning programmes of work
* Experience of presenting scientific data
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| **Skills & Attitude** | * Excellent written and verbal communication skills, including report writing and presentations
* Good time management skills
* Computer literate and experience with Microsoft Office packages
* Self-motivated
* Ability to work unsupervised and as part of a multi-disciplined team
* Approachability and ability to enthuse others
 | * Experience of creating and managing web content
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| **Knowledge** | * Good knowledge of habitat management and ecology
* Understanding of species and habitat surveys
 | * Knowledge of practical environmental projects
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| **Other** | * Prepared to undertake occasional out of hours work
* An appreciation of and commitment to Health & Safety in the workplace
* A commitment to Equal Opportunities
* Willing to undertake training as necessary
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Please send a completed application form to hr@shropshirewildlifetrust.org.uk

Feel free to call Tom Hayek for more information – 01743 284274