

JOB DESCRIPTION - SISI (Scottish Invasive Species Initiative) Project Officer

Each SISI Project Officer will act as the point of contact for the project within their area and will be based in an appropriate geographic location, hosted by the local partner organisation. The Project Officers will work as a team to deliver the project throughout its 4 year lifespan and contribute to ensuring that its outputs and outcomes are maintained 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, INNS control and restoration trials.

Key tasks and Responsibilities

Project Management

- Input to delivery of the project Activity Plan.
- Working with the Project Manager, contribute to managing delivery of contracts relating to the project.
- Working with the Project Manager, manage the use of project equipment.
- Work with the Project Manager to produce workplans, budgets and progress reports on an annual (and quarterly) basis detailing work to be undertaken, estimated costs and progress made respectively.

Communication, Awareness and Education

- Input to delivery of the project Communication Plan, including updating the SISI website and local Facebook account(s).
- Work with local communities and stakeholders such as land-managers, community groups, gamekeepers, farmers, ghillies and others to raise awareness and engagement with local biodiversity, and reduce the threats from INNS.
- Communicate the key messages of SISI clearly to new and existing audiences.
- Attend local stakeholder groups and forums.
- Establish strong relationships to help ensure the legacy of the project and the longevity of its outputs and outcomes.

Volunteer Management

- Input to delivery of the project Volunteer Management and Retention Plan.
- Working with local land-managers, ghillies, gamekeepers, communities, volunteers and other stakeholders, recruit, coordinate and maintain a network of volunteers and wildlife management professionals.
- 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.

Invasive non-native species control

- Establish a surveillance network to record the occurrence of target INNS.
- Organise and manage volunteer work parties and contractors for the control of target INNS populations.
- Monitor the outcomes and impacts of the project.
- Coordinate surveys and data collection for monitoring and evaluation purposes.

Experience and skills

Essential

- Experience of working in a team
- Experience of partnership working
- Experience of working with communities and volunteers
- Excellent communication skills – ability to tailor style to suit audience
- Up to date knowledge of biodiversity and INNS
- Knowledge and experience of Scottish conservation and countryside legislation and issues
- Excellent organisational skills
- Full clean UK driving licence

Desirable

- Experience in delivering training
- Experience of working in education and learning
- Experience of handling and trapping wild animals
- Experience of managing INNS