

## Job Description – Assistant Conservation Officer (ACO)

**Post Title:**

Assistant Conservation Officer (ACO)

**Responsible to:**

Head of Conservation

**Line Manager:**

Head of Conservation

**Location:**

The Barn Owl Trust, Waterleat,  
Ashburton, TQ13 7HU

**Salary:**

£21,573

**Duration of post:**

12-month renewable contract

**Hours of work:**

37.5 hours per week

**THE BARN OWL TRUST**

The Barn Owl Trust is a small, registered charity based at Ashburton, Devon. Its core aim is focused on the conservation of the Barn Owl and its environment. The main areas of work are the provision of information, practical and advisory fieldwork, owl rehabilitation, education and research. In addition, we run a small sanctuary which is not open to the public.

More information is available on our website: [www.barnowltrust.org.uk](http://www.barnowltrust.org.uk)

The Assistant Conservation Officer will carry out Barn Owl conservation work in close liaison with a small team of experienced Conservation Officers. This involves responding to conservation enquiries, erecting/monitoring nestboxes, habitat and other owl-related advisory work, with occasional - care of casualty owls, sanctuary work, aiding research projects, and practical conservation tasks on our 26-acre reserve.

**PRINCIPAL ACTIVITIES AND KEY RESPONSIBILITIES****Core work:**

- Support the Head of Conservation and team
- Develop and maintain knowledge of Barn Owl ecology and conservation through reading and research, mainly in your own time
- Respond to general conservation enquiries through email, telephone, social media and in person
- Liaise with and provide advice to the general public, landowners, statutory authorities and NGOs
- Record communication and input data on our database
- Handle owls undergoing rehabilitation and carry out general husbandry practices for owls in our hospital and sanctuary
- Undertake nest inspections in line with BOT working practices & licence conditions
- Represent the Trust on social media and at events and meetings (some evening/weekend work will be required)

**Additional activities:**

- Erect and maintain nest boxes - (safely) using ladders and working at height
- Support the team with various research projects and reports
- Carry out occasional practical conservation and land-management tasks on the reserve
- Monitor and survey habitat/wildlife on the reserve
- Organise and oversee volunteers
- Follow Trust policies and assist in admin activities to ensure all work complies with Health and Safety legislation
- Writing articles and creating content for the Trust's website, newsletter, magazine and social media pages
- Help maintain vehicles and equipment
- Carrying out other tasks/duties to help the Trust reach its goals/mission

## Person Specification – Assistant Conservation Officer (ACO)

	Essential	Desirable
<b>Skills and attributes</b>	Keen interest in Barn Owls, ecology and conservation, and an eagerness to learn.	Practically minded, resourceful and flexible to create solutions to problems.
	Excellent communication skills, both oral and written.	Ability to communicate to a wide range of audiences/ages.
	Excellent inter-personal skills and the ability to work independently and within a team.	Knowledge of farming and UK farm wildlife (especially birds).
	IT literacy to facilitate data handling, record keeping, correspondence and web searching.	
	Well-motivated and highly organised with meticulous record keeping.	
	The ability to prioritise work efficiently and see tasks through from conception to completion.	
	Capable of using a 3-section 24kg ladder and confident when working at height.	
<b>Knowledge and qualifications</b>	General knowledge of ecology and conservation.	Degree in conservation-related field (undergraduate/postgraduate) or extensive related experience.
	Full UK driving license and happy to spend time driving.	Working at Height qualification, 4x4 off-road driving qualification, First Aid
	Knowledge of Health & Safety principals & practice.	An interest in climate change, biodiversity loss and the ecological crisis.
<b>Experience</b>	Demonstrable commitment to the environment and wildlife conservation.	Working/volunteering on practical tasks within a conservation charity.
	Experience using common work-place software.	Handling spatial data in various formats (e.g., UK grid reference, decimal latitude/longitude, etc.).
	Practical aptitude - DIY skills.	Working at height, particularly manoeuvring/working on ladders.
		Bird care and rehabilitation

## General Terms and Conditions

<b>Holidays:</b>	24 days per annum plus Bank Holidays
<b>Pension:</b>	The Trust contributes to the NEST Pension Scheme. Full details will be provided.
<b>Hours of work:</b>	37.5 hours per week. Overtime is not paid but flexible time off in lieu (flexitime) may be taken where appropriate, as the post may involve some evening or weekend working.
<b>Duration of post:</b>	This post is offered for a period of 12 months, to include a 3-month probationary period, during which time post holders are expected to demonstrate their suitability for the role. At the end of the 12-month period, subject to performance, the post will become permanent, and the contract renewed annually.
<b>Closing date for applications:</b>	<b>Tuesday 2<sup>nd</sup> January 2023</b>
<b>Interviews:</b>	<b>Tuesday 17<sup>th</sup> and Wednesday 18<sup>th</sup> of January 2023</b>  Interviews will involve a <b>10-minute presentation</b> on 'Your knowledge of Barn Owls and what you can bring to the role' - <u>without</u> the use of PowerPoint.  There will be a <b>short outdoor activity</b> as part of the interview process – please dress appropriately – this is a <b>manual handling task</b> .
<b>Start date:</b>	Ideal start date is <b>Wednesday 1<sup>st</sup> March 2023</b>

Thank you for your interest in working for the Barn Owl Trust. We look forward to receiving your application.

To apply for this position, you will need to complete an application form which can be downloaded from our website.

As an inclusive employer, the Barn Owl Trust values diversity and we are committed to creating an inclusive culture where everyone is able to be themselves and to reach their full potential. We encourage applications from people of all backgrounds and cultures.

