

JOB DESCRIPTION

Conservation and Research Officer

Job Title:	Conservation and Research Officer
Department:	Conservation
Location:	Wildheart Animal Sanctuary, Sandown, Isle of Wight
Reports To:	COO
Supervisory Responsibilities:	Volunteers, interns and research students
Functional Relationship:	Heads of Department, Animal carers, Research students, Interns and work experience students.

General Function of the Position

To ensure the conservation and research objectives of the charity are met, gathering reliable data to enable sound evidence-based decision making. Manage our conservation goals to ensure we maximise our impact to protect species and their habitats both at home and abroad. Ensure we manage our own resources well minimizing our environmental impact. Identify and develop key research opportunities to support the trusts mission and objectives, sourcing and linking with appropriate partners as needed.

Organisational Values

The Wildheart Trust has five values that form the core of how employees carry out their work at the Wildheart Animal Sanctuary and across any future organisational developments it may have. The values shape the culture of the organisation and demonstrate what is important within The Wildheart Trust. These values focus on how we do our job and how we conduct ourselves in the workplace, and as a Trust.

Care	We treat every being with respect and compassion, and we care about maintaining high standards in all that we do.
Integrity	We are honest, responsible and accountable so that we can be trusted.
Commitment	We work hard to honour our mission and are devoted to the people and animals in our care.
Positivity	We need a special combination of pragmatism, passion and optimism to tackle really tough issues that sometimes seem insurmountable.
Learning	We never stop learning and together we share our knowledge to foster love for the natural world and for animals.

Key Tasks	
1. Conservation	<p>Promote and develop positive relationships with conservation partner organisations.</p> <p>Spearhead conservation initiatives around the Isle of Wight, working with local organisations and other charitable groups.</p> <p>Help to design and implement a biodiversity action plan for the sanctuary and surrounding land to support native species.</p> <p>Contribute to planning and policy development for green initiatives on site.</p> <p>Provide reports and updates surrounding the trusts conservation initiatives and affiliated projects at home and abroad.</p> <p>Assist directly with field conservation as required by the trust.</p> <p>Help to organise conservation events, linking with national and global awareness days.</p> <p>Identify and prepare grant applications.</p> <p>Help to develop interpretation around the trust's conservation goals, ensuring displays are launched in a timely manner.</p> <p>Lead the sanctuaries green team committee.</p> <p>Ensure visitors both online and in person are engaged with the Trusts conservation activities, empowering people to make changes to benefit the natural world.</p>
2. Research	<p>Identify, develop and coordinate research activities.</p> <p>Work with the teams at the Wildheart Trust to prioritise research areas.</p> <p>Ensure research supports the welfare of the animal collection, helping to guide evidence-based decisions.</p> <p>Build strong relationships with Universities and Colleges to support research at the Wildheart Trust.</p> <p>Supervise research projects, ensuring goals and methodology are agreed and projects remain on track.</p> <p>Undertake in-house research as required.</p> <p>Manage the Trusts research database.</p>
3. Networking	<p>Develop positive and productive links within the sanctuary and wider community.</p> <p>Represent the Wildheart Trust at conferences and external networking events.</p>
4. Budget Management	<p>Control expenditure and prepare and monitor conservation and research budget.</p>
5. Health and Safety	<p>To comply with all health and safety requirements as per the Wildheart Animal Sanctuary health and safety manual.</p> <p>Ensure all health and safety administration is up to date, including written procedures and risk assessments.</p>

6. Planning	Prepare for and attend regular Heads of Department meetings / undertake agreed actions. Undertake an active role in the development and implementation of Wildheart Trust policies and procedures regarding research, conservation and sustainability goals.
7. Human Resources	Supervise research students, assistants and volunteers as required, both on site and in the field. Attend formal and informal training as required. Identify additional training with the COO for professional development.
8. Compliance & Best Practise	Participate in Zoo Licence inspections and other audits as required. Participate in code black drills as necessary

Person Specification Details

Qualifications	Bachelor degree or higher in Biological/Zoological Science.
Experience	Proven experience in a similar role previously. The successful candidate must be well organised and be able to manage multiple projects at once.
Full Driving License	Desirable

Skills and Abilities

Communication skills	Good verbal and written communication skills. Good ability to compile and present reports
IT Skills	Competent in the use of IT including Microsoft Office 365
Positive Attitude	Positive, 'can do' attitude.
Conservation	Great understanding of local and global issues affecting the natural world
Time management	Good time management and organisational skills.
Research skills	Proven practical research skills Sound understanding of research methodologies
Visitor Focused	Strong communication and people skills including a positive, friendly and approachable attitude at all times towards visitors to the sanctuary.
Teamwork	Actively participates as a member of a team to move the team toward the completion of goals. Contributes actively and fully to team projects by working with colleagues collaboratively, working towards consensual solutions that enhance the output of the team. Accepts share of workload.
Living the values	An understanding of the values and behaviour expected within the role
Charitable outputs	An understanding of how this role supports the delivery of our charitable outputs