



Biodiversity and Green Infrastructure Officer

Biophilic Wales at the National Botanic Garden of Wales

Biophilic Wales is a three-year project funded by the Welsh Government under the Enabling Natural Resources and Well-being Grant Scheme (ENRaW). The project will increase the well-being of people, biodiversity and the environment, throughout Wales, using three interconnected work packages: Inspiring Spaces, Grasslands for Life and Plants for People. This is a partnership between the National Botanic Garden of Wales, Swansea Bay University Health Board, Natural Resources Wales and Swansea University, along with other partners and collaborators throughout Wales.

Inspiring Spaces

Transforming amenity grasslands and under-utilised outdoor areas, into spaces that are full of wildlife, where people can enjoy and be restored by the natural world.

We will deliver community co-developed green infrastructure projects, using 40 sites within the Swansea Bay University Health Board estate as focal points. The sites surround hospitals, health-centres, mental health and residential facilities. We will increase biodiversity value, accessibility, ecosystem services and connectivity. We will create inspirational green spaces for people to connect with nature. The work we do will be used to develop models that can be applied throughout Wales.

Grasslands for Life

Developing resilient grassland ecosystems by revolutionising monitoring and strengthening restoration activities. Connecting people with Wales' most beautiful landscapes.

We will revolutionise how we monitor grasslands, enabling us to manage, restore and create sites that maximise biodiversity and ecosystem resilience. We will use innovative soil DNA barcoding to determine the entire biosphere of grasslands (including plants, animals, fungi and microbes). Our sites will range from amenity grasslands within the Swansea Bay University Health Board estate, colliery spoil sites to conservation grasslands in NNRs throughout Wales. We will develop cost-effective tools and protocols that can be used by land managers and conservation practitioners.

Plants for People

Celebrating Wales' natural heritage by protecting our most threatened plants, for the people of Wales.

We will use a scientific evidence-base, *in-situ* and *ex-situ* conservation and public engagement to celebrate and protect Wales' most endangered plants. We will ensure that Wales' most threatened plants and key grassland species are protected for the future by collecting seed for the National Seed Bank of Wales. We will develop approaches to ensure that Welsh provenance seed of grassland species are available for restoration and creation projects. Community and volunteer groups, within the Health Board and beyond, will help to grow Wales' threatened plants to create a distributed network for plant conservation.

The Role: Biodiversity and Green Infrastructure Officer

We are looking for someone who is enthusiastic, energetic and inspiring to help coordinate the Biophilic Wales project and lead delivery of our Inspiring Spaces work package. This is a fantastic opportunity for an individual with proven project management experience, good technical knowledge of conservation management and/or green infrastructure development and an excellent track record of working with volunteers. Fluency in written and spoken Welsh is highly desirable and an understanding and commitment to the mission of the National Botanic Garden of Wales and the Biophilic Wales project is essential.

You will ensure that the objectives of the project are met, concentrating on the delivery of biodiversity and green infrastructure improvements within the Swansea Bay University Health Board Estate. You will manage project staff based at the National Botanic Garden of Wales and create and coordinate volunteer groups throughout the project area. Ensuring that the project outcomes are correctly measured, evaluated and reported, you will help to manage the project budget and submit reports and claims.

This is a full-time, fixed term, position starting from 25th September 2019 (or as soon as possible after that) and finishing 31st March 2022. Hours of work are 37.5 per week, working five days out of seven, with some weekend work required. The post is based at the National Botanic Garden of Wales with regular site visits to the Swansea Bay University Health Board Estate and some travel throughout Wales to support project delivery. The salary is up to £30,000 per annum according to qualifications and experience.

Informal enquiries are welcome and should be directed to the Head of Science and Biophilic Wales Project Lead: Dr Natasha de Vere – natasha.devere@gardenofwales.org.uk.

Applications, in the form of a cover letter and CV clearly showing how you meet the criteria, together with full contact details of two referees, should be emailed to natasha.devere@gardenofwales.org.uk by 4th August 2019. Interviews will take place the week commencing 12th August.

Job Description

Post Title	Biodiversity and Green Infrastructure Officer
Department	Science Department, National Botanic Garden of Wales
Reports to	Head of Science – Dr Natasha de Vere
Responsible for management of	Research assistant Project administrator Volunteers

Outline purpose of role

Working with the Biophilic Wales Project Partnership Team you will ensure all of the outputs and outcomes of the Biophilic Wales Delivery Plan are met and evaluate the projects environmental, social, cultural and economic impact. You will manage the project's budget and submit grant claims and reports. You will be the primary member of staff responsible for the delivery of the Inspiring Spaces work package including recruiting, coordinating and inspiring volunteer working groups. You will support delivery of the Grasslands for Life and Plants for People work packages working closely with the Botanic Garden's Science Officer.

Responsibilities

1. Responsible for coordinating the implementation of the Biophilic Wales project in line with the Delivery Plan and the terms and conditions of the award. Ensure that the project outputs and outcomes within the Delivery Plan are delivered, measured, evaluated and reported.
2. Manage two members of project staff, providing direction, training and support.
3. Create volunteer action groups for project delivery; provide direction, training and coordinate the implementation of the Biophilic Wales Skills Development Award.
4. Manage the project budget, working closely with the Head of Science. Prepare and submit claims and reports with assistance from the Project Administrator.
5. Plan and deliver Biophilic Wales public engagement activities and events.
6. Working with others across and beyond the project team, ensure high standards of communication to staff, project partners and stakeholders in line with the Biophilic Wales Communications Plan. Coordinate and chair regular meetings with the Project Partnership Group.
7. Take primary responsibility for the delivery of the Inspiring Spaces work package, working closely with Project Partners.
8. Help to deliver and support the Grasslands for Life and Plants for People work packages working closely with the Botanic Garden's Science Officer and other members of the Biophilic Wales team.
9. Contribute, as a member of the Biophilic Wales team and Botanic Garden staff to any activities or duties that support and promote the National Botanic Garden of Wales and project partners and help in its smooth day to day running and overall success.
10. Such other duties as from time to time will be allocated.

PERSON SPECIFICATION

- Specified below are the criteria considered necessary to fulfil the role.
- This information is made openly available to applicants and will form the basis for the recruitment and selection process.
- Only those applicants who meet these criteria adequately will be considered.

	Essential Criteria
1	Educated to degree level and ideally with a post-graduate qualification in a relevant discipline (likely to be science, environment or education based).
2	Work experience within the area of biodiversity conservation, environmental management and/or green infrastructure development.
3	Project management experience, with proven organisational and planning ability with keen attention to detail.
4	Experience of working with and coordinating volunteers.
5	Proven leadership skills, with ability to line manage a small team.
6	Skilled in the management of budgets and delivery of complex programmes.
7	Excellent and well-developed personal communication skills including oral articulacy, fluent written style and presentational confidence.
8	Excellent numeracy and IT capability. Able to manipulate data and information, to interpret and report on trends and results.
9	Track record of working to a high level of individual responsibility and accountability with minimal supervision delivering outcomes against targets.
10	Genuine passion for the mission and purpose of the Biophilic Wales project and the National Botanic Garden of Wales and enthusiasm for contributing to its success, team spirit, reputation, and ethos.
	Desirable Criteria
11	Fluency in written and spoken Welsh, as well as commitment to the people, language, and culture of Wales.