

Volunteer Data Processor

Job Description

Job Title: Data Processor
Reports to: Records Ecologist

Purpose of this job

To support TWIC's expansion by processing biological records into TWIC's species recording database – Recorder 6, ensuring accuracy of data entry or import, quality control and data checking with recorders as necessary.

Main Responsibilities

1. Prepare spreadsheets of data sourced from TWIC's online recording forms, the National Biodiversity Network (NBN) Gateway, key recorders and elsewhere for entry into Recorder 6.
2. Enter data from paper forms and survey postcards into spreadsheets ready for entry into Recorder 6.
3. Import spreadsheets of species records into Recorder 6.
4. Check data quality of records, identifying gaps and errors and researching solutions to these e.g. looking up grid references and liaising with recorders over species names.

Job Specification

1. Length of appointment – ongoing
2. Time commitment – minimum of 1 day a week (Mon – Fri)
3. Location – TWIC office at Vogrie Country Park, near Gorebridge, Midlothian

Support and Training

1. Day to day support will be provided by the Records Ecologist and the GIS & Data Officer.
2. Training will be provided in TWIC data polices and systems for entry of data, data checking and formatting spreadsheets and in using Recorder 6.

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Person Specification

To fill this volunteer post, we are looking for someone who has the following range of skills, knowledge, experience and personal qualities (E: essential; D: desirable):

Skills

- Good keyboard skills (E)
- Using Microsoft Excel to a high standard (use of formulas, sorting data, formatting data etc.) (E)
- Using Recorder 6 software for managing biological data (D)

Knowledge

- Biological recording in the UK (D)
- UK natural history (D)
- An ecology-related degree or equivalent experience (D)

Experience

- Working in an office based environment (D)

Personal Qualities

- Ability to work as part of a small team and co-operate with others (E)
- Interest in the natural environment and commitment to the project (E)
- Methodical approach to work and ability to sustain accuracy over a period of time (E)