

Volunteer GIS Assistant

Job Description

Job Title: GIS Assistant
Reports to: GIS and Data Officer

Purpose of this job

To support TWIC's Phase 1 Habitat digitisation project by

- Scanning Scottish Wildlife Trust (SWT) survey files
- Digitising habitat maps into a GIS format
- Extracting species records from the survey files

Main Responsibilities

1. Scan paper Local Wildlife Site survey files received from SWT so that a digital copy of the data is available.
2. Using ArcGIS, digitise the habitat data into a GIS shapefile.
3. Extract species records from the survey files into Microsoft Excel format ready for import into the Recorder 6 species database.

Job Specification

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

Support and Training

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

Volunteer GIS Assistant

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

- Using ArcGIS for data digitisation (E)
- Use of Microsoft Office packages, especially Excel (E)
- Using Microsoft Excel to a high standard (use of formulas, sorting data, formatting data etc.) (D)

Knowledge

- Biological recording in the UK, especially botanical recording (D)
- UK natural history (D)
- Phase 1 Habitat survey (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)
- Organised and methodical approach to work and ability to sustain accuracy over a period of time (E)