

## **Volunteer Data Processor**

### **Job Description**

**Job Title:** Volunteer Data Processor

**Reports to:** Data Processor

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### **Purpose of this job**

To support TWIC's core work in 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.

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### **Main Responsibilities**

1. Scanning of historic paper datasets/ files.
2. Digitise records from scanned recording cards/ forms into Excel spreadsheet format ready for entry into Recorder 6.
3. Prepare spreadsheets of data sourced from TWIC's online recording forms, the National Biodiversity Network (NBN) Atlas Scotland, iRecord, recorders, recording schemes and elsewhere for entry into Recorder 6.
4. Check records using NBN Record Cleaner, identify gaps and errors and research solutions to these e.g., liaising with data suppliers regarding grid references or species names.
5. Import spreadsheets of species records into Recorder 6.
6. Other projects/ tasks as agreed.

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### **Job Specification**

1. Length of appointment - ongoing
2. Time commitment – 1 day a week. Normal volunteer hours are 10am – 4pm.
3. Location – TWIC office at Unit 3, Vineyard Business Centre, Pathhead, Midlothian, EH37 5XP
4. Support and Training - day to day support will be provided by TWIC's Data Processor, with support from TWIC's GIS & Data Officer and Centre Manager.
5. Training will be provided in TWIC data polices and systems for entry of data, data checking and formatting spreadsheets and in using Recorder 6 and NBN Record Cleaner.

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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)
- GIS skills, especially ArcGIS (D)

#### **Knowledge**

- Biological recording in the UK (D)
- UK flora or other specific species group (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)