

Role Description

Role Title:	Wildlife Survey Organiser
Time commitment:	1 day/week, 10am – 4pm. Normal office hours are Monday to Friday.
Location:	TWIC office at Unit 3, Vineyard Business Centre, Pathhead, Midlothian, EH37 5XP
Reports to:	Centre Manager

Background

The Wildlife Information Centre (TWIC) is an environmental charity with an established reputation for excellence in the provision of biodiversity data within south-east and part of central Scotland. TWIC currently holds over 4.3 million species records as well as extensive habitats and designated sites information. Data services are provided to a range of public and private clients and charities to inform conservation, land management and environmental decision making. Our programme of events supports new and existing recorders and, along with our public wildlife surveys, stimulates interest in biological recording amongst the wider public.

Purpose of this job

TWIC currently runs six public [wildlife surveys](#). These surveys are open to everyone and focus on easy to identify species that would benefit from further recording effort. The surveys also help TWIC engage new audiences with biological recording and species conservation, especially young people.

The Wildlife Survey Organiser will support TWIC's public surveys by organising the distribution of promotional material, processing incoming records and publicising the surveys by writing social media posts and contributing website or newsletter materials.

Please note that for the right candidate this role could be extended to include wider data processing responsibilities to increase the breadth of the volunteering experience.

Main Responsibilities

1. Coordinate the distribution of survey postcards and posters to relevant organisations and visitor centres across SE/central Scotland.
2. Provide engaging and informative material for TWIC's social media sites (Facebook, X, BlueSky, Instagram, LinkedIn) and website to promote the surveys and provide feedback on the progress of the surveys.
3. Format data received via TWIC's online recording forms and on survey postcards ready for entry into TWIC's species database, Recorder 6
4. Check data for accuracy, identifying gaps and errors and researching solutions to these and liaising with recorders and verifiers as required.
5. Other projects/ tasks as agreed.

Other Requirements

1. Length of appointment: ongoing. We are ideally looking for someone to maintain the role for a minimum of 3-4 months.
2. Support: Day to day support will be provided by the Centre Manager, Data Processor, or GIS & Data Officer, as appropriate.
3. Training: Training will be provided in TWIC data policies and procedures, systems for entry of data, data checking and formatting spreadsheets.
4. Expenses: Volunteers can claim reasonable travel expenses (mileage is paid at 45p/mile) or reclaim bus tickets.

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 organisational skills (E)
- Use of Microsoft Office packages, especially Excel, Word and Outlook (E)
- Use of social media such as Facebook, Instagram, X, BlueSky for promotion (E)
- Good verbal and written communication skills, especially when dealing with recorders or the public (E)
- Using Recorder 6 software for managing biological data (D)

Knowledge

- An ecology-related degree or equivalent experience (D)
- Biological recording in Scotland or the UK (D)
- UK natural history and species identification, especially one of the following: birds, invertebrates or mammals (D)

Experience

- Working in an office-based environment (D)
- Liaising with the public (D)

Personal Qualities

- Interest and enthusiasm for natural history and commitment to the project (E)
- Ability to work as part of a small team and co-operate with others (E)
- Organised and methodical approach to work (E)