

Role Description

Role Title:	Volunteer Data Processor
Time commitment:	1 day/week, Mondays to Wednesdays, 10am – 4pm.
Location:	TWIC office at Unit 3, Vineyard Business Centre, Pathhead, Midlothian, EH37 5XP
Reports to:	Data Processor

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 4.5 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 stimulates interest in biological recording amongst the wider public.

Purpose of role

Data processing is fundamental to ensuring TWIC can supply high quality and up-to-date biological records to data users. In a year, TWIC typically processes more than 250,000 species records into our database. With increasing numbers of records being generated from online recording and other sources, an additional data processing volunteer is needed.

You will be responsible for supporting the processing of biological records from a wide variety of sources, ensuring accuracy of data entry, quality control and data checking with recorders as necessary. You will also assist with ongoing data archiving and data cleaning tasks.

Main Responsibilities

1. 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.
2. Check records using NBN Record Cleaner, identifying any gaps and errors and research solutions to these, including liaising with recorders or data suppliers as necessary.
3. Digitise records from scanned recording cards/ forms into Excel spreadsheet format ready for entry into our database, Recorder 6.
4. Import spreadsheets of species records into Recorder 6.
5. Scanning of historic paper datasets/ files.
6. Contribute to data cleaning and data archiving tasks as agreed.
7. Other projects/ tasks as agreed, for example supporting the preparation of materials for public events and the annual TWIC Conference in November.

Other Requirements

1. Length of appointment: ongoing. We are ideally looking for someone to maintain the role for at least 6-8 months; however, a shorter volunteering period would be acceptable.
2. Support: Day to day support will be provided by TWIC's Data Processor, with support from TWIC's GIS & Data Officer and Centre Manager, as required.
3. Training: Training will be provided in TWIC's data policies and procedures, systems for entry of data, data checking and formatting spreadsheets and in using Recorder 6 and NBN Record Cleaner.
4. Expenses: Volunteers can claim reasonable travel expenses (mileage is paid at 45p/mile) or reclaim bus tickets. N.B. the nearest bus stop is at Tynehead Road End (opp) – Borders 51 bus.

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):

Personal Qualities

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

Skills

- Competent user of Excel (use of formulas, sorting data, formatting data etc.) (E)
- Using Recorder 6 software or other databases for managing biological data (D)

Knowledge

- UK natural history and wildlife species identification (D)
- An ecology-related degree or equivalent experience (D)
- Familiarity with the National Biodiversity Network Atlas (NBN Atlas) and online recording platforms and apps such as iRecord or iNaturalist (D)
- Knowledge of local sites/places within SE/central Scotland (D)

Experience

- Working in an office-based environment (D)
- Participation in wildlife recording or monitoring schemes in Scotland or the UK (D)