Candidate Pack
Recruitment Information

Nature and Wildlife Officer
(Ornithologist / Ecologist)

May 2019
1. Welcome from the Chair

Thank you for your interest in joining the Morecambe Bay Partnership team.

Morecambe Bay Partnership celebrates and conserves; connects and collaborates. We support volunteers with training and skills to look after the wildlife, heritage and archaeology of the Bay area. Our volunteers collect oral histories, clean beaches, care for stone circles, record archaeology and protect roosting and nesting birds so they can continue to provide a spectacle for us to wonder at, and enjoy. We open up the countryside, improve disabled access, create new cycle routes, and commission great art. We work together with our communities to celebrate and conserve this very special area.

We are a unique organisation with a broad multi-sector view cutting across boundaries around the Bay. We seek out, spark and shape new ideas, joining with others to deliver award winning wildlife, environment, economic, tourism, heritage, arts and community projects.

We are looking for a capable and enthusiastic conservation ornithologist or ecologist to join us as Natural Heritage Officer.

You will join us at an exciting time as we start a new partnership with the University of Cumbria’s Department of Science, Natural Resources and Outdoor Studies. Alongside that we are delivering new programmes to make the Bay a centre for cycling and walking, open up new access for all routes, and scope opportunities to extend our heritage volunteer work.

While in the broader context, the local authorities are working together as the Lancaster and South Cumbria Economic Region, and plans are taking shape to bring an Eden Project North to Morecambe. And we are engaging with both these initiatives.

Our portfolio of projects celebrates the richness of the Bay’s heritage, and gives it a contemporary resonance. We see the Bay’s distinctive assets as drivers for a sustainable visitor economy and we want to bring benefits for our local communities from all our work.

For instance, the Bay Cycle Way, which we launched in 2015, showcases the Bay, linking up attractions and viewpoints. It has been evaluated as contributing between a quarter and a third of a million pounds annually to the local economy. We plan to extend the route in the next couple of years, increase opportunities for family friendly cycling, and open up more of the countryside – making it accessible for all.

If you share our passion for wildlife and the Bay, if you want to commit your energy to help nature thrive and make a positive difference, then we’d love to hear from you.

Richard Greenwood
Chair of Morecambe Bay Partnership
2. Welcome from the Chief Executive

Morecambe Bay, the largest intertidal area in Britain, is a wildlife site of international importance. The Bay lies at the heart of the North West’s network of estuaries. It is important, both for migrating birds, and throughout the year for a range of wildfowl and wader species. It regularly supports over 210,000 individual birds, and is listed in the top 3 sites in the UK year after year.

Over the past few years we have done work and studies to

- Map the wader roosts
- Understand the impact of recreational disturbance and
- Significantly improve the general awareness of birds among local people and visitors.

And right now we are

- Installing new bird interpretation at key sites
- Continuing the natural ambassadors volunteer roles – through this project and
- Working collaboratively with Curlew Country South Cumbria to protect nesting waders.

Morecambe Bay is a place like no other – an awe-inspiring place, a kaleidoscope of water and light; sea and sky; sound, texture and colour.

Our vision is a thriving Bay, rich in landscape, wildlife and culture, which connects and inspires residents and visitors alike. A place where the stunning landscape and heritage acts as a driver for economic growth, and where local people are at the heart of looking after the landscape, wildlife and heritage of the Bay.

Joining us now is a great opportunity to get involved in shaping and strengthening our natural heritage programmes and designing new projects to protect the Bay’s birds. If you are confident talking with farmers and volunteers, and know, or are very keen to learn a lot about how to protect wading birds, then this post may be for you. If you want to join a friendly and ambitious team, and be part of something bigger, then we’d be delighted to hear from you.

Our office is in The Factory on Aynam Road in Kendal – a creative hub and a great place to work. We offer a supportive, collaborative environment, and flexible working. We expect you to be committed to making a positive difference to our communities and wildlife.

The Partnership has received numerous awards - a reflection of the dedication and professionalism of the team. I could not imagine a better group of colleagues. If you think this sounds like the place you want to work, and where you can contribute your talents and grow professionally, then we would be delighted to hear from you.

Susannah Bleakley
Chief Executive of Morecambe Bay Partnership
3. Background to this Project

Morecambe Bay is in the UK’s top 3 places for birds. Despite this, birds are seriously threatened, with numbers plummeting by 50% for many priority species. We need to act now to protect these birds at vital roosts around the Bay before their evocative calls fall silent. Roosts are often everyday places - the corner of a seawall, the edge of a car park. They are enjoyed by many people and many dogs. Sadly many dog walkers and other visitors don’t know that their recreational activities can cause harm.

We have already undertaken significant research around Morecambe Bay. This page on our website https://www.morecambebay.org.uk/natural-heritage/projects/action-for-birds contains links to the reports and studies which include:

- Wader Roost Study¹
- Recreational Disturbance Study² and
- Bird Interpretation Strategy³.

This shows that Morecambe Bay’s position as one of the top 3 UK sites for birds is slipping as bird numbers plummet.

It also shows that people take places close to home for granted for recreation. They just aren’t aware of how special and important they are for birds. They don’t realise that simple daily pleasures, such as dog walking and walking, are causing harm. Each time birds are disturbed they lose energy and condition and are forced to find new places where food is scarcer and breeding conditions are harsher. The scale and continuous nature of the activities are causing significant declines in our birds.

Since 2011 annual monitoring shows a significant decline in the top 20 priority species around the Bay, with 3 priority species experiencing a 50% decline and 14 more experiencing a 25% decline.

Birds in most danger are curlew, lapwing and redshank – Section 41 Priority Species (Natural Environment and Rural Communities Act 2016).

This project builds upon a pilot project carried out by Morecambe Bay Partnership staff and volunteer ‘Natural Ambassadors’ between 2017-2019, delivered as part of the National Lottery Heritage Funded ‘Headlands to Headspace’ Landscape Partnership Scheme.

Our trained volunteers, the natural ambassadors, talked to people about the birds. People changed how they used places. The pilot confirms that people respond well when they understand how important the Bay is for birds. We need to build on the pilot’s success; training more volunteers, targeting more sites and delivering a coordinated Bay-wide campaign. Our pilot

¹ For links to these studies please check: https://www.morecambebay.org.uk/sites/default/files/Wader%20Roost%20Study_Morecambe%20Bay_Summary.pdf


project and this project are designed, delivered and supported by the community, volunteers and partners.

The work has been informed and supported by a recreational disturbance steering group. This brings together local technical expertise from Natural England, RSPB, Cumbria Wildlife Trust, BTO WEBS counters and other local experts and makes sure we coordinate effectively with partners. They will continue to support and inform the direction of the project.

4. Outputs and Outcomes

For the first 12 months the target outputs for this role include:
- 16 natural ambassadors (community volunteers) trained to engage people with the Bay’s birds
- 1 digital and print Bay-wide campaign comprising a website, posters, information leaflets and community/activity packs
- 4 community events held
- 5 sites monitored for activity and disturbance reduction
- 2 wildfowler liaison meetings held
- engagement and support with Curlew Country South Cumbria to assist with protecting nests and monitoring predation
- input to 2 grant applications to extend the programme.

And the target outcomes include
- Birds are better cared for, sites are better protected from recreational disturbance, benefiting over 210,000 roosting and breeding birds
- Local people have a deeper understanding and appreciation of the Bay’s birds
- Awareness has been raised with 5,000 people who use the sites and visit, live and work in nearby towns and villages
- Activities have changed to stop causing harm to birds
- Resources are secured to continue this important work.

5. The Role

The Nature and Wildlife Officer will be welcomed into our busy team as a valued colleague and technical specialist. Alongside driving forward the project-funded work described above, you will support the team with ecological knowledge and expertise.

Our current work includes increasing opportunities for walking and cycling and we are keen that this is done in a way that is sensitive to nature conservation interests.
We are looking for someone who:

• Is comfortable and confident talking with farmers, wildfowlers, volunteers and all kinds of people. Is equally at home speaking to the Young Farmers, as liaising with graphic designers.

• Commands respect because of their knowledge of wading bird conservation.

• Commands respect because they conduct themselves professionally.

• Understands land management and the rural economy and can motivate and support farmers to increase the nature conservation value of their land.

• Is well organised and effective at tasks such as co-ordinating volunteer activity and managing grant claims and reporting.

• Is committed to evidence based conservation.

• Understands the conflicts and contradictions that conservation can throw up.

• Will take an active role in supporting new opportunities and securing funding for conserving the wild natural places, and birds of the Bay.

• Will thrive in a busy team, enjoys getting stuck in and is motivated by making a difference and doing the right thing.

• Wants to learn new skills, keep their knowledge up to date and follow best practice.

• Works for excellence, has good business sense, common sense and is committed to outstanding customer service.

• Wants to play a crucial role in conserving our iconic wading birds.
6. Job Description

Job Title: Nature and Wildlife Officer
Salary: £25,000 to £26,000 (pro-rata)
Office: The Factory, Aynam Road, Kendal
Line Manager: MBP Chief Executive
Reporting to: Morecambe Bay Partnership Trustees Board
Contract: Fixed term, 12-14 months with possibility of extension
Hours: 22-26 hrs /week - some flexibility to suit the preferred candidate

Purpose

Manage delivery of nature and wildlife programmes for Morecambe Bay Partnership, with an initial focus on roosting and breeding birds.

Develop and deliver a Bay-wide awareness raising campaign; engage existing and new audiences, young and old, local and visiting; recruit, train and support volunteers and develop an understanding of issues relating to roosting and nesting wildfowl and wader conservation, and a sense of pride and celebration in the Bay’s natural heritage.

Motivate and support framers and land managers to increase the nature conservation value of their land.

Develop and shape the Partnership’s role in relation to nature and wildlife in the Bay area, and to support the ambitions of the Morecambe Bay Partnership Business Plan.

Take an active role in supporting new opportunities and securing funding for work area.

Take lead responsibility for communications and engagement for work area.

Take lead responsibility for monitoring and reporting for work area.

Key responsibilities

- Take lead responsibility for management and delivery of grant funded programmes for conservation and celebration of the nature and wildlife of the Bay.

- Liaise with farmers, land managers and wildfowlers, supporting and motivating them to increase the nature conservation value of their land, taking a hands-on approach.

- Support work at 5 key sites on the Bay to reduce recreational disturbance. Regularly visit the sites to monitor site usage and disturbance reduction.

- Recruit, train and support 16 natural ambassadors to work across 5 roost/breeding sites. Engage with people, talking to them, showing them birds with field equipment.

4 There is additional budget to employ consultants for training and other activities.
• Deliver an awareness raising campaign\(^5\) to 5,000 people including creative community events, information and media.

• Project management, project delivery, risk management, contract management, budget management.

• Organise and provide the secretariat to the Recreational Disturbance Steering Group and Wildfowl Liaison Group and report progress to the Partnership team.

• Liaise and partner with other relevant projects and partnerships, such as Curlew Country South Cumbria, and the Morecambe Bay Local Nature Partnership.

• Take an active role in supporting new opportunities and securing funding for work area. Explore and exploit external funding opportunities, develop grant applications, support individual giving and consultancy bids. Demonstrate business awareness.

• Develop and shape the Partnership’s role in relation to nature and wildlife in the Bay area, and to support the ambitions of the Morecambe Bay Partnership Business Plan. Contribute to strategic plans such as business plans, fundraising strategy and communications strategy.

• Take lead responsibility for communications and engagement for work area inputting to overall communications strategy and plan. Promote and publicise work of Partnership to inspire and engage supporters and volunteers.

• Take lead responsibility for monitoring and reporting for work area. Ensure accurate recording of financial, administrative and reporting requirements in line with funder and partner requirements. Ensure accurate record keeping of target outcomes. Ensure work is well organised and reported as appropriate to our partners and funders.

• Manage delegated budgets, monitor and report income, expenditure, and cash flow. Prepare and monitor budgets for delegated work areas in line with funders’ requirements. Complete grant claims. Ensure expenditure is approved and in line with budget. Prepare regular financial and progress reports for Morecambe Bay Partnership Board of Trustees or other relevant Boards, partners and funders.

• Create and deliver engaging presentations for varied audiences. Prepare inspiring and engaging content for fundraising and publicity. Create and disseminate timely and creative content and people stories on social media, Facebook, Twitter & Instagram.

• Prepare high quality, concise and professionally written communications, technical reports, briefings, presentations, notes of meetings, financial and progress reports, consultation documents, and other reports.

• Liaise effectively internally to ensure work is integrated across Morecambe Bay Partnership programmes. Liaise effectively externally to ensure work is integrated with other key programmes and initiatives across Morecambe Bay area.

• Build strong and supportive team relations internally and partnership relations externally. Provide support and cover across team functions as needed.

\(^5\) There is additional budget to employ consultants to develop campaign and interpretation materials.
• Develop and maintain professional relationships with key partners, funders, supporters and volunteers. Ensure effective liaison with a wide range of partners and stakeholders keeping them informed of, and involved in, the nature and wildlife work and wider work of the Partnership.

• Respond constructively to change, redrawing programmes as necessary.

• Keep skills and knowledge up to date in work area. Maintain professional excellence through continuous self-development.

• Take responsibility for personal health, well-being and safety and that of others whilst at work promoting a positive health and safety culture.

• Contribute professionally to all aspects of the work of Morecambe Bay Partnership as directed by the Chief Executive, Morecambe Bay Partnership Board of Trustees or other relevant Board.

This job description outlines the principal responsibilities and duties of the post holder. It is not meant to be, nor is it, an exhaustive list of specific responsibilities and duties. The post holder will be expected to undertake any other duties which could reasonably be expected as being within the remit of the post and which arise out of changes of legislation, regulations, orders, rules and working practices, methods and procedures and reviews, as directed from time to time.
7. **Person Specification**

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<th>Qualifications</th>
<th>Essential</th>
<th>Desirable</th>
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<td>Degree or equivalent.</td>
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<td>Training in relevant areas such as</td>
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<td>Or 5 years’ experience in land management, conservation ecology, ornithology, or a broadly related field.</td>
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<td>• Ecological survey and biological recording to phase 2 level</td>
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<td>• Project, budget and contract management</td>
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<td>• Community engagement and participation</td>
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<td>• Communications, press and PR.</td>
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<th>Experience</th>
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<th>Desirable</th>
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<td>At least 2 years recent professional conservation experience.</td>
<td>Leading constructive discussions, workshops, and organising meetings.</td>
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<td>Recent experience of working constructively with farmers, landowners and land managers and of taking a hands-on approach.</td>
<td>Experience in presenting information orally and in writing for a variety of audiences.</td>
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<td>Recent experience of delivering high quality awareness raising campaigns, publicity and communications, in particular in relation to vulnerable species.</td>
<td>Successfully broadening reach of volunteer and community engagement – ensuring inclusive activity.</td>
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<td>Organisation and delivery of community engagement, training events, workshops, seminars and conferences.</td>
<td>Partnership working across a wide range of sectors, themes and partners.</td>
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<td>Successful experience of working with volunteers, communities and partnerships.</td>
<td>Working proactively with internal and external partners to create new programmes of activity.</td>
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<td>Managing contractors, consultants and external partners’ input.</td>
<td>Dissemination of high quality publicity and communications through press releases, on our own website and social media.</td>
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<td>Financial reporting. Managing and reporting delegated budgets, grant claims</td>
<td>Experience of procurement, contract management, budget management and implementation.</td>
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<td>Proven track-record of achieving multiple outputs and managing many projects simultaneously.</td>
<td>Managing evaluation, legacy planning, monitoring multiple outputs.</td>
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<td>Work in the non-for-profit sector.</td>
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<td>Knowledge</td>
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<td>Excellent understanding of the technical aspects of wading bird conservation and coastal ecology. Strong practical knowledge and understanding of wading bird conservation including tools for effectively reducing disturbance to roosts, identifying and collecting evidence regarding nest predation and techniques for assessing breeding success. Good understanding of land management, the rural economy and wildfowling. Awareness of current policy and best practise in nature conservation, the rural economy, community engagement, volunteering, training, campaigns.</td>
<td>Excellent organisational skills. Supporting, influencing and encouraging behaviour change – such as with dog walkers. Enthusiasm for managing volunteers and working with community groups. Well organised. Self-motivated, able to work on your own initiative and manage own workload. Able to write concise, accurate professional reports. Able to inspire and engage a wide range of audiences through creative and compelling content and engaging presentation skills. Excellent people skills. Demonstrable teamwork. Positive, constructive attitude. Excellent IT skills.</td>
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<td>Familiar with the geography, socio-economic context, landscape and heritage of Morecambe Bay and wider area. Up-to-date understanding of IT and systems for office operations. Appreciation of health and well-being aspects relevant to work area. Practical knowledge and understanding of fundraising from grant-making trusts, individual giving, and encouraging generosity.</td>
<td>Able to work both independently, and, as part of a team. Publicity, PR, communications, media. Able to reach new audiences and communicate with a wide range of individuals. Producing interpretation materials in an accessible and engaging format. Clear focus and prioritising of work. Negotiation and facilitation. Awareness of the need to balance the priorities of a wide range of organisations and stakeholders. Integrity, sensitivity, tact and political awareness. Managing change. Creative problem solving, initiative, good judgement and able to analyse issues.</td>
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Other

| Commitment to strong team work and highest professional standards. |
| Persistence and resilience. |
| Current driving licence and able to travel around the Bay area. |
| Occasional evening and weekend work required. |

Some flexibility around work patterns to accommodate out of hours events or to support busy periods.

We offer a flexible working system and time off-in-lieu will be granted.
8. Terms and Conditions of Appointment

The employer is Morecambe Partnership Registered Charity Number: 1173489.

At present we are offering a fixed term role of 12-14 months, with the possibility of extension, subject to funding. This post is largely grant-funded by Ørsted through their Walney Extension Community Fund and by Natural England. We are very keen to secure continuation funding from a combination of grants and individual giving. If successful, we would hope to extend this work to protect roosting and nesting birds and also wider natural heritage priorities around the Bay.

We have flexible working arrangements and can consider part-time or job share. However, for this role our preference is 22-26 hours a week.

Bank holidays and 25 days holiday a year on appointment, rising to 30 days after 5 years (pro-rata). Travel and subsistence in line with HMRC rates.

The Partnership offers an 8% employers pension contribution.

In this role you can expect to spend around half of the time on site. This will be meeting, supporting and working outdoors with farmers, volunteers and partners.

There will be office-based work too and some home-based working is fine. However to maintain a team environment we expect staff to be regularly present in the office and attend regular team meetings. During the initial period we would request no more than 1 day a week working from home, unless agreed in advance with your line manager.

We encourage staff development and training.

Our office is at The Factory, Aynam Road, Kendal. Parking is free but space is sometimes limited.

The Morecambe Bay Partnership staff handbook gives full terms and conditions.
9. **How to Apply**

Please apply by **email before midnight on Monday 3 June 2019** with:

- Curriculum Vitae and full contact details.
- Supporting statement (maximum of four pages of A4). We’d like to know about:
  - How you meet the **job description and person specification**
  - What you’ll bring to the role whether contacts, networks, knowledge, skills, etc.
  - Why you are applying and what you want to get out of working with us.
- Contact details for two references. One should be your current line-manager, if applicable. Your referees should be recent and work-related with mobile and email contacts. Please indicate if you do not wish us to contact your referees prior to interview.
- Confirmation that you are eligible to work in the UK.
- Confirmation that you are available for interview on Thursday 13 June.
- An indication if you are related to any member of staff or serving board member and any conflicts of interest, or other concerns that you think might arise.

Your application should be sent by email to both
Susannah Bleakley, Chief Executive, sb@morecambebay.org.uk
and
Michelle Cooper, Communities and Volunteering Officer, michelle@morecambebay.org.uk.
Applications will be acknowledged.

**Interviews will be held on Thursday 13 June 2019.** If you cannot make this date, please tell us in your application, we *might* be able to arrange an interview the following week.

10. **General Contacts**

For more information about our work: [www.morecambebay.org.uk](http://www.morecambebay.org.uk)

Instagram: [mb_partnership](http://mb_partnership)

Twitter: [@_MBay](http://@_MBay)

[www.facebook.com/MorecambeBayPartnership](http://www.facebook.com/MorecambeBayPartnership)

Tel: 01539 734888

Registered Charity No. 1173489