



# WeBS Counter Network Organiser

British Trust for Ornithology

# BRITISH TRUST FOR ORNITHOLOGY

## 'A WORLD INSPIRED BY BIRDS AND INFORMED BY SCIENCE'

BTO harnesses the skills and passion of birdwatchers to advance our understanding of ornithology and produce impartial science, communicated so that it can be of benefit to everyone.

### OUR GOALS

BTO increases knowledge of birds and other wildlife, and their relationships with the environment and people, by:

- Enabling more people to learn about birds and science and grow through participation in environmental discovery.
- Delivering impartial, impactful and relevant science.
- Inspiring and empowering people with an understanding of birds and the importance of knowledge.

### OUR PRIORITIES

We will reach our goals by:

- Providing more and better opportunities for people to contribute to our work.
- Monitoring the status of species, researching their ecology and understanding how they respond to change.
- Communicating great stories that bring to life the long-term data, information and knowledge that we hold.

## OUR IMPACT

Our surveys, monitoring schemes and research programmes are designed by expert scientists to answer some of the most pressing questions affecting birds and their habitats. Because of our independence we are able to share our data, expertise and knowledge to inform decision-makers, educate the public and support conservation action. Our long-term datasets provide a measure of change and enable us to look for impacts and test solutions. Our vibrant volunteer network makes us highly effective and ensures that our work reflects the interests of those for whom birds and wildlife are important.

## OUR FOUNDATIONS AND VALUES

The success of BTO is based on firm foundations that include: motivated and skilled staff and volunteers; a strong reputation; a robust business model and effective governance systems and processes.

We are:

- Inclusive and supportive
- Impartial
- Passionate
- Collaborative and open to new ideas

BTO is a Registered Charity Number 216652 (England & Wales), SC039193 (Scotland).



# WEBS COUNTER NETWORK ORGANISER

This is a busy and pivotal role within the Wetland Bird Survey (WeBS) team, acting as the first point of contact with volunteer counters. WeBS Core Counts is a year-round survey of waterbirds on a range of wetland habitats in the UK, with over 3,000 volunteers counting over 5,000 count areas. The post-holder is assisted in this task by a network of 140 volunteer Local Organisers who recruit and support counters within counties and large wetland sites around the UK.

We are looking for someone personable and methodical, who is able to support our volunteers and ensure a high standard of data quality. You will be comfortable helping others with data entry and be able to clearly explain WeBS survey aims and methods. You will ensure volunteer counters and organisers feel their contributions are acknowledged and valued, and be able to enthuse birdwatchers to join in the survey. You will also be someone who is meticulous about curating databases, ensuring correct information is stored on participants, survey locations and species observations.

## WHAT YOU WILL DELIVER

- Working closely with the WeBS National Organiser and WeBS Officer and the Information Systems Team to ensure the efficient and effective running of the Wetland Bird Survey, especially by supporting new and existing volunteers.
- Being the main point of contact for volunteer Local Organisers (LOs) and volunteer counters, by:
  - updating and maintaining the counter databases;
  - ensuring count forms, WeBS Reports and WeBS Newsletters are distributed efficiently and on time each year to all Local Organisers/counters;
  - distributing counter and Local Organiser handbooks to new volunteers;
  - supporting volunteer counters in regions without a current Local Organiser;
  - ensuring compliance of volunteer Local Organisers with data protection regulations;
  - managing the receipt and checking of incoming paper-based data, overseeing volunteer data inputters and managing the archiving of paper forms;
  - encouraging return of data in a timely fashion and chasing up late data submissions when necessary.

## ABOUT THE ROLE

- Being responsible for appointing LOs and setting up LOs, volunteer counters and staff of WeBS partner organisations (WWT, RSPB and JNCC/NE/NRW/SNH/NIEA) to use WeBS Online, controlling online access permissions of users via direct SQL access to the online database; supporting users and replying to queries on the use of WeBS Online.
- Co-ordinating the workload of volunteers in the office.
- Create and maintain consistency of geographical information about WeBS sites, using WeBS Online and GIS software.
- Producing support materials and guidance for Local Organisers and Counters and updating the WeBS website pages, as required.
- Supporting the WeBS Officer as required, including discussing requests for WeBS data with a wide variety of data users, logging such requests and providing requested data following pre-set routines.
- Attending Surveys Team meetings, keeping informed as to the full range of work being undertaken by the team.

**This is not an exhaustive list; the successful applicant will agree objectives with the line manager.**

## WHAT YOU WILL BRING TO THE WEBS TEAM

### **Essential:**

Excellent communication skills (especially by telephone and e-mail) and aptitude to work with volunteers.

- Good computing skills, including the use of database software (CiviCRM, MS Word, MS Excel, MS Access).
- Excellent organisational skills.
- The ability to work with a minimum of supervision and to adhere to deadlines.
- The ability to work on own initiative and as part of a team.
- Methodical and accurate approach to working with statistical information.

### **Desirable:**

- A working knowledge of GIS, but essential to possess the aptitude to develop a high level of competence in the application of GIS.
- A working knowledge of SQL for basic database queries, but essential to possess the aptitude to develop competence in the application of SQL.
- An interest in wetlands and waterbirds.
- Experience of organising a citizen science survey or similar project.

## FIND OUT MORE ABOUT THE ROLE

More details on how the survey is organised can be found on our website <https://www.bto.org/volunteer-surveys/webs/taking-part>.

For an informal chat about the position please contact Teresa Frost (01842 750050 or [teresa.frost@bto.org](mailto:teresa.frost@bto.org)).

## SALARY AND BENEFITS

A starting salary of £19,866 rising to £22,074 after 2 years.

Annual leave entitlement on starting is 25 days plus bank holidays.

Benefits include: 11% employer pension contribution, flexible working, Employee Assistance Programme, discounts on books and social events.

Full time (37 hours) permanent post based at BTO HQ in Thetford, Norfolk, with the possibility of working at home or at the David Attenborough Building in Cambridge on occasion.

## MAKING AN APPLICATION

If you have what it takes then we look forward to hearing from you – send your completed application form with a CV to Sian Knott via [recruitment@bto.org](mailto:recruitment@bto.org) stating the job title in the subject line.

Closing date for receipt of applications is 1pm on Tuesday 28 May 2019.

It is anticipated that interviews will be on Thursday 6 June 2019 in Thetford, at the BTO, IP24 2PU.

If you have a disability or long-term illness that otherwise prevents you from meeting any of the essential criteria, please contact us to discuss whether a reasonable adjustment could be made.

As users of the disability confident scheme, we guarantee to interview all disabled applicants who meet the minimum criteria for the vacancy.

