



Research Support Officer

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).



RESEARCH SUPPORT OFFICER

The Research Support Team facilitates the acquisition and delivery of science research projects by supporting and administering tenders and contracts, and by providing a project management system which is used to manage all project-based science work, including work funded by grants and donations. With this appointment the team will consist of two Research Support Officers and a Research Support Administrator, managed by the Resource Manager, reporting to the Director of Finance and Services.

WHAT YOU WILL DELIVER

- Identify and coordinate responses to suitable advertised research funding opportunities, liaising with appropriate operational staff.
- Maximise the chances of success and of an appropriate financial return for proposals by providing templates, supporting documentation and guidance to proposal leads; checking the accuracy and completeness of costings; checking compliance with tender requirements; ensuring timely submission to funder.
- Ensure that appropriate contractual project documentation is completed and signed off, liaising with funders, staff and subcontractors as necessary.
- Claim monies receivable, and authorise monies payable, in accordance with contractual provisions.
- Facilitate the resourcing, management, QA and accounting of project delivery by using and contributing to the development of the project management systems.
- Promote and support the development of BTO governance, compliance and QA policies relevant to research contracts.
- Any other duties commensurate with the level and purpose of the role.

WHAT YOU WILL BRING TO THE RESEARCH SUPPORT TEAM

- High level literacy and numeracy, with a keen eye for accuracy.
- Intermediate Microsoft Office and Microsoft Project skills. (Training will be provided if necessary.)
- Ability to organise a workload with competing priorities under pressure of fixed deadlines and with changes often at short notice.
- Good problem-solving skills and judgment as to when to escalate issues.
- Willingness both to share team workloads and to take ownership of individual tasks.
- Ability to work constructively and negotiate with BTO scientific staff tender leads, and with funders' contract letting staff.
- Ability to read and appraise formal contract documentation, which can be lengthy and written in legalese.

ABOUT THE ROLE

- Familiarity with common services contract terms and conditions, in particular those relating to intellectual property, liability and indemnity. (Training will be provided if necessary.)
- Familiarity with, and aptitude for, formal quality assurance and other governance standards and procedures.

FIND OUT MORE ABOUT THE ROLE

For an informal chat about the position please contact Virginia Cates (01842 750050 or virginia.cates@bto.org)

SALARY AND BENEFITS

A starting salary of £24,834 – 27,594 over 2 years

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

Full time (37 hours) permanent post based in Thetford, Norfolk, with the possibility of working at home 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 stating the job title in the subject line.

Closing date for receipt of applications is 1pm on Wednesday 27 March 2019.

It is anticipated that interviews will be on Tuesday 9 April 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.