Production & Quality Control Operative

Porzana

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).
ABOUT THE ROLE

Porzana manufactures high quality affordable split bird rings, or bands, used in the study of birds and bats. We produce a comprehensive range of standard and specialist bird rings as well as lipped bat rings and penguin flipper bands. We have been producing rings since 2001, and supply in excess of 2.5 million rings annually to customers around the world.

Our rings are produced with care by a small team of committed and experienced people from the village of Icklesham, East Sussex in the UK.

Rings are carefully checked by our quality controller before despatch and we have a service level and quality record that is second to none.

Porzana is a division of British Trust for Ornithology Services Ltd and benefits from the experience of the world’s largest bird ringing organisation.

This post will involve the production of rings and provide cover for Quality Control.

WHAT YOU WILL DELIVER

PRODUCTION

• Ensure that all rings produced are to the high standard of quality set out by the company.

• Ensure that work is as the current standard set out by the company and all targets per hour are met on each process of production.

• Notify management of any machine problems/ issues.

• Help with performing basic auto machine maintenance/cleaning by the removal of forming tools, cleaning and removing any buildup of debris when needed to reduce machine problems during production.

• Keep all work areas are kept clean and tidy at all times.

QUALITY CONTROL

• Assist with quality control duties when required.

• Ensure that all rings that are being produced are inspected and that the quality and readability is kept to the high standards set out by the company.

• When a new order is completed ensure that it is written on to the work in progress white board so accurate production progress can be kept up to date.

• Print out sticky labels containing the details of the customer to attach on to the individual packets, ensuring that all customer information and number sequences are correct and present on all ring packets for the orders being produced.

• When an order is completed inform the Manager so that an Invoice can be produced in order to ship the goods.
ABOUT THE ROLE

• Box up and wrap all parcels to be despatched, ensuring all parcels have the correct customer information on the parcels and that all relevant documentation (Invoice, Waybill, and customs declarations) are sent with the parcels.

• Ensure all small stock items (Pliers, Rules, Bird Bags.) are booked out of stock correctly and all stock cards are kept maintained and inform management if we need to reorder.

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

WHAT YOU WILL BRING TO THE PORZANA TEAM

ESSENTIAL
• Experience of using manual machinery in a production environment.
• Flexibility – being able and willing to carry out other roles, when trained, within the Porzana factory.
• Good dexterity

DESIRABLE
• Experience in ring production
• Experience in quality control

OTHER
• The post holder will be using manual machinery daily and would need to be able to lift metal coils of around 15kg to 25kg.
• The post holder will need to be comfortable working in a noisy environment.

FIND OUT MORE ABOUT THE ROLE

For an informal chat about the position please Contact Shane Muggridge by email (porzana@bto.org) or by phone (01797 229591).

SALARY AND BENEFITS

This is a full time, permanent position, paying £9.79 per hour + 11% employer pension contribution.

The post is based at our factory at Icklesham, East Sussex.

Annual leave entitlement on starting is 25 days plus bank holidays (pro rata if part time). The post holder will qualify for life assurance (four times salary) and be automatically enrolled in the BTO group personal pension scheme, benefiting from an 11% employer contribution. Other benefits include Employee Assistance Programme.
PRODUCTION & QUALITY CONTROL OPERATIVE

MAKING AN APPLICATION

For further information and to apply visit our website: www.bto.org/vacancies

Interviews will be held on site with the Business Manager, Shane Muggridge.

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.