



Training Officer

Engagement Department

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).



TRAINING OFFICER

ABOUT THE ROLE

We are seeking a great people-person and very capable birdwatcher, with experience of helping others to improve their birdwatching skills. Inspiring birdwatchers to connect with BTO, support our impactful work and take part in our surveys is at the heart of what we do. The successful candidate will join a team based at BTO headquarters in Thetford who develop and deliver a range of engaging educational activities, both in person and online.

This is a fixed-term, 1 year post.

WHAT YOU WILL DELIVER

- Work with the BTO Training Manager to organise and deliver both face-to-face and virtual training events that engage, inspire and upskill existing and potential BTO supporters.
- Assist with the organisation and delivery of a programme of other activities to increase the BTO's profile and supporter base, including workshops, events, and talks.
- Assist members of the BTO Regional Network in their own development and to support locally-delivered engagement and training initiatives.
- Undertake follow-up stewardship of participants in BTO Training activities, in conjunction with the Engagement and Fundraising teams.
- Assist in the creation of educational material to engage with new and existing supporters, such as content for our members' magazine, BTO News, the BTO website, our YouTube channel and social media accounts.
- Support the BTO Surveys team in increasing the profile and coverage of BTO's long-term monitoring schemes and recording programmes (e.g. the BTO/JNCC/RSPB Breeding Bird Survey; the BTO/RSPB/JNCC Wetland Bird Survey; the BTO/RSPB/BWI/SOC/WOS BirdTrack recording scheme; BTO Garden BirdWatch) and other periodic surveys.
- Oversee the online registration system for Training events, including setting up events in the database, populating the website with events that are open to the public, and handling any issues in the booking process.
- Liaise with venues that host BTO Training events, including updating them on participant numbers, carrying out Risk Assessments and arranging payment.
- Help external trainers to access BTO resources as required, such as the latest PowerPoint presentations, Survey literature and Training documentation.
- Undertake any other administrative duties as may be required from time to time to ensure the smooth running of the BTO Engagement team, as agreed between the Training Manager and the Heads of Communication, Fundraising and Supporter Development.

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

BRITISH TRUST FOR ORNITHOLOGY

WHAT YOU'LL BRING TO THE ROLE

ESSENTIAL

- Excellent British bird identification skills (both visual and aural).
- A passion for birds and for engaging and inspiring others to learn and grow.
- Good interpersonal skills with the ability to understand, enthuse and motivate volunteers from a range of backgrounds, with differing learning styles.
- The confidence to deliver educational and inspiring presentations and activities, both face-to-face and via virtual platforms.
- The initiative to deal with the types of problems that may routinely arise during the course of public engagement work.
- Experience of participating in volunteer surveys that monitor wildlife populations.
- Willingness to travel across the UK when required, and to work flexibly (some weekend and evening work will be essential).
- Good organisational and communication skills.
- The time management skills needed to prioritise multiple work streams and to meet strict deadlines.
- A good working knowledge of the standard Microsoft Office packages such as Word, Excel and PowerPoint, and the Zoom video conferencing platform (or similar).
- An adaptable and conscientious attitude, and the ability to work as part of a team or independently.
- A current UK driving licence.

DESIRABLE

- Experience of training adults and working with volunteers.
- Experience of participating in the Breeding Bird Survey, Wetland Bird Survey or other BTO surveys.
- Experience of a broad range of bird survey techniques, including those used by professional ecologists and ecological consultants.
- Experience of training adults and working with volunteers.
- Advanced IT skills and an aptitude for problem solving IT-related issues .
- Experience using CRM databases and handling personal data appropriately.

ADDITIONAL RESPONSIBILITIES

- To give presentations about BTO's work at meetings and events as required.
- To represent the BTO at meetings and events as required.
- To carry out any other duties as required.

TRAINING OFFICER

FIND OUT MORE ABOUT THE ROLE

For an informal chat about the position please contact Nick Moran (nick.moran@bto.org).

SALARY AND BENEFITS

A salary of £22,431.

Annual leave entitlement on starting is 25 days plus bank holidays. 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, discounts on BTO books, flexible working and social events. Full time (37 hours) fixed term post (one year), based in Thetford, Norfolk (with opportunity for hybrid working between office and home).

MAKING AN APPLICATION

For further information and to apply visit our website:

www.bto.org/vacancies

Closing date for receipt of applications is 1pm on Tuesday 1st February 2022.

It is anticipated that interviews will be held remotely week beginning Monday 7th February 2022.

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.