**Job description and person specification for the post of   
Project Officer & Researcher, Ecosystems Knowledge Network**

**September 2018**

**Job description**

**1. Job title**

* Project Officer, Ecosystems Knowledge Network.

(in the region of 37.5 hours per week, 12 month fixed-term contract, starting autumn 2018.)

**2. Main purpose of the role**

* To deliver the Network’s operations through research, event management and administration.

**3. Key tasks and duties**

1. Checking, editing and arrangement of content on the Network’s website and electronic communications.
2. Researching environmental initiatives and resources, using the findings to draft project profiles and case studies.
3. Overseeing the work of interns and volunteers.
4. Representing the Network at external events in order to make contacts and learn about the work of others.
5. Analysing our membership and survey responses to inform Network development.
6. Drafting and editing of Network reports and other communications.
7. Running events (registering individuals, liaising with speakers, on the day management, collating feedback).
8. Responding to external enquiries by email and phone, liaising with colleagues as appropriate.
9. Other administrative and organisational tasks as may be required to support the smooth running and the advancement of the Network.

**4. Responsibilities for other persons and resources**

* Booking venues in accordance with budgets.

**5. Responsible to**

* Network Director.

**Person specification**

| Criteria | Essential | Desirable |
| --- | --- | --- |
| Qualifications and professional standing | * Higher education qualification that required a high standard of English language skills. | * Qualification relating to the natural environment and sustainable development. |
| Experience | * Writing and editing text for a wide-ranging audience. * Rapid research of environment-related topics. * Communicating with individuals and organisations in a professional capacity. * Intermediary Excel (summary statistics and charts) and MS Word (production of well-formatted reports). | * Work in a small organisation with a public profile. * Use of software for web editing, desk top publishing and on-line event platforms. * Editing of websites. * Use of social media. |
| Special aptitudes | * Excellent inter-personal skills. * The ability to respond well to a changeable list of work tasks, seeking advice from colleagues over prioritisation. * Self-motivated, well-organised and able to work effectively while unsupervised. * Ability to communicate impartially. | * A genuine interest in improving the stewardship of the UK’s natural environment. |
| Travel | * The capacity and willingness to travel within the UK, with occasional overnight stays. |  |