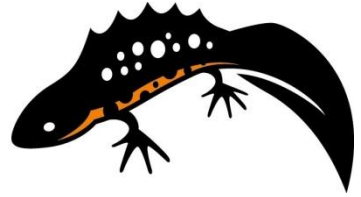


amphibian and reptile conservation



GIS & DATA OFFICER

Salary £18,500 per year

Amphibian and Reptile Conservation is looking to recruit a GIS & Data Officer, with good GIS mapping skills, to help carry out its species status assessments, assist with management of data structures and maintain volunteer records. To start as soon as possible.

The successful candidate will assist our Research and Monitoring Officer and will be responsible for GIS mapping products, the input of species data from ARC's species monitoring programmes, entering data onto the Site Management Database and maintaining up-to-date records on volunteer surveys and licensing. You will be required to analyse data for monitoring, policy-guidance, reporting and dissemination purposes. You will require exceptional organisational skills and must have good data entry and GIS system (Mapinfo) experience. This post is until 31st March 2011 in the first instance, with extensions possible subject to available funding.

For a full job description and application form please visit our website www.arc-trust.org.uk or telephone 01202 391319 to request an application pack. Please return your application form, together with a brief covering letter, to Helen Wraight, Amphibian and Reptile Conservation, 655a Christchurch Road, Boscombe, Bournemouth, Dorset BH1 4AP or email to helen.wraight@arc-trust.org

Closing date: Wednesday 21st July 2010

Interviews will be held Monday and Tuesday 2nd and 3rd August.

Amphibian and Reptile Conservation is a charitable company limited by guarantee.
Registered in England 6932972. Registered Charity No. 113018

Amphibian and Reptile Conservation

GIS & DATA OFFICER

Job Description

Salary:

£18,500 per year

Hours of work:

Average 40 hour week (based on 37¹/₂ hours Monday to Friday plus occasional weekend working).

Purpose:

A GIS & Data Officer is required to produce GIS products, input species records and management information within the framework of ARC's database and GIS structures, and to help manage ARC's data structures and volunteer survey and licensing system.

Location:

The post will be based at ARC's main offices in Boscombe, Bournemouth.

Duties/Responsibilities:

- Supply GIS data and maps, and meet other queries upon request by ARC staff, Trustees and third parties
- Enter all data onto the HCT database systems
 - Enter records onto the Rare Species Database (and other data structures)
 - Manage collation of staff and volunteer-generated data from ARC's species monitoring programmes
 - Manage collation of management task data for HCT field team work on HCT reserves and third party sites
 - Enter all data onto the Site Management Database
 - Collate and enter all data received from NARRS surveys
- Work with Research & Monitoring Officer to analyse data for species status assessment, monitoring, policy-guidance, reporting and dissemination purposes
- Assist with producing feedback to NARRS volunteers and rare species monitoring volunteers
- Administration of the HCT's protected species licensing registers, including maintenance of spreadsheets, mailing of licence and H&S paperwork, and collation and reporting of licence returns
- Various other duties as defined by the RMO, AFO and other staff as necessary

Qualifications:

Minimum of a degree in ecology, zoology, environmental science or a similar subject, or be able to demonstrate equivalent experience.

Line Management:

The GIS & Data Officer will report to and be line managed by the Research & Monitoring Officer.

Person Profile

The required person will ideally have:-

- Excellent Mapinfo GIS skills and experience
- Good experience and familiarity with MS office programmes, especially Access, Excel, Word etc.
- Statistical/data analytical skills
- An outgoing personality and be willing to deal with a variety of people
- Exceptional organisational skills
- The confidence to work on allotted tasks with minimal supervision
- An interest in UK biodiversity conservation, and especially in the UK's amphibians and reptiles.