



Jersey Biodiversity Centre,
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Tel: 01534 633393

POST: DIGITAL DESIGNER INTERNSHIP – SEASONAL P/T

LOCATION: JERSEY BIODIVERSITY CENTRE AT SOCIETE JERSIAISE, 7
PIER ROAD, ST HELIER, JE2 4XW

SALARY: £17.19 per hr

PURPOSE OF POST:

The Centre has recently created brand guidelines to assist with our communication and outreach. We are looking for a digital designer to update and create content focusing on Jersey wildlife and nature connection. We want to connect people to wildlife and share our vision for Jersey's wildlife in the wider community.

DUTIES AND RESPONSIBILITIES

Digital Design

1. Update the marketing materials to reflect our new brand guidelines. Materials include, leaflets, pop-up banners, species information guides.
2. Create marketing materials to support the delivery of the Pollinator Project.
3. Create videos to be used in schools and on social media to share projects.
4. Collaborating with our brand ambassadors, volunteers and partners on content distribution and campaigns to help build brand presence and outreach strategy.
5. Communicate/present concepts with the team and charity committee.

Promote wildlife recording with the public

1. To encourage people to share their wildlife sightings through social media, leaflets, and videos.
2. To visit sites to video or photograph wildlife and our community.

Health and safety

1. To take reasonable care of your own health and safety and that of others who may be affected by your acts or omissions by reading the risk assessment and policies.
2. To comply with all health and safety regulations and to ensure that the public follow these procedures when doing activities.

In addition to the duties and responsibilities listed, from time to time, you may be required to perform other duties assigned by your Line Manager.

LOCATION

Digital work is completed at the Biodiversity Centre's office in the Société Jersiaise building. However, a flexible working location can be arranged.

Site visits can vary around the island.

AVAILABILITY

Part time/ Seasonal – 11weeks over the summer season

Preferable start date: late June

Hours per week: 15hrs (Working hours are flexible, however some hours must be completed on Monday to coincide with our Education and Communication Officer)

Occasional evenings or weekend hours may be required when at events.

SUPPORT AND SUPERVISION

There is ongoing support and supervision from the Education and Communication officer who will arrange weekly catch-up meeting with you to monitor progress and identify training needs. All wildlife species knowledge is provided.

BENEFITS OF THE ROLE

1. You will be working as part of a small but strong team of committed people in relaxed environment.
2. You will develop knowledge of wildlife and natural history by being involved in surveys and working in different environments and terrains.
3. Opportunities to lead your own projects.
4. Opportunities to develop skills managing volunteers.

PERSON SPECIFICATION

All criteria are essential, unless stated as Desirable (D)

Criteria	Competency
Education & Qualifications	<ul style="list-style-type: none">• Level 3 Extended Diploma in Digital Media Production• Degree in Marketing, Digital Design (D) – OR in progress of completing. <p>Assessment by documentary evidence, portfolio</p>
Experience, Knowledge & Understanding	<ul style="list-style-type: none">• Experience managing and creating content for social media platforms.• Experience developing and producing video content for social media.• Experience creating infographics or similar design leaflets, banners etc.• Experience lone working (D) <p>Assessment by interview, portfolio, references.</p>
Skills	<ul style="list-style-type: none">• Strong design and HTML skills, including command of Adobe Creative Suite tools, infographic design tools.• Effective communication skills. <p>Assessment by interview, portfolio, references.</p>
Personal qualities & Commitment	<ul style="list-style-type: none">• An interest in wildlife in the Channel Islands and or UK.• Helpful and approachable.• Ability to work as part of the team and with partners.• Excellent attention to detail• Organised and ability to work with minimal supervision. <p>Assessment by interview and references.</p>
Other factors	<p>Car or bike transport is advisable but not a requirement, transport bus fare or petrol will be reimbursed.</p>

For more information on the role or for an informal chat, please contact sarah.maguire@societe-jersiaise.org

ABOUT THE JERSEY BIODIVERSITY CENTRE

Staff

Michelle Gray – Manager, 22hrs

Sarah Maguire – Education and Communication, 15hrs

The Role of the Jersey Biodiversity Centre

The Jersey Biodiversity Centre's (JBC) purpose is to collect, manage and disseminate information about all aspects of Jersey's wildlife, ecology and natural environment. The JBC collects records of all living organisms in Jersey and maintains a database of these records. The current dataset is more than 450,000 records from the Channel Islands (figure 1).

Access to this comprehensive and accurate biological data across a range of species and habitats is necessary to adequately support the Island's compliance to the following international agreements: RAMSAR Convention on Wetlands of International Importance; (Bern) Convention on the Conservation of European Wildlife and Natural Habitats; the (Bonn) Convention on Migratory Species and the (Rio) Convention on Biological Diversity. Reporting on Jersey's international compliance is a Governmental requirement.

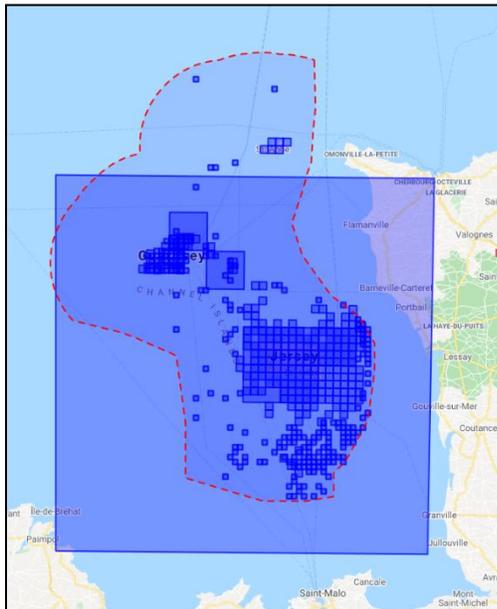


Fig 1. Records with Channel Island's waters. Jersey.

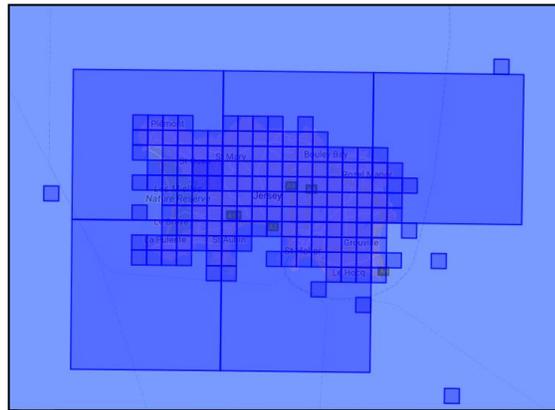


Fig 2. Distribution of 2019 records for Jersey.

Records are made publicly available and, until the establishment of the JBC, much of this information was not readily accessible to researchers or persons interested in Jersey's wildlife and natural history. Data held by the Centre is instrumental in creating effective conservation strategies for Jersey's biodiversity by facilitating effective species monitoring and enabling informed decision making for conservation management. Without this information there is risk that rare plants, animals and fungi will inadvertently be lost.

Aims of the JBC

Management

- To collate and manage biological records within Jersey's territorial waters
- To provide high quality, accurate and timely data to those requiring it for research or for commercial endeavours
- To assist local government in complying with International environmental agreements
- To analyse the biological records and highlight any gaps in data (either spatially or temporally) within Jersey
- To work with our Channel Island partners to ensure that biodiversity is considered on a Channel Island scale rather than on an Island-by-Island basis

Support, awareness and education

- To provide support and assistance for local recorders and recording groups facilitating greater communication between all parties.
- To raise awareness of the importance of biological records and to use 'citizen science' to gather data where possible
- To increase the number of records by providing biodiversity related education to all levels of the community
- To create and maintain an online recording facility to allow for the easy submission and management of biological records
- To support data providers and provide training on the use of the data recording website where necessary
- To continue to be the communal focal point for all things natural history