



Jersey Biodiversity Centre, 7 Pier Road, St Helier, Jersey JE2 4XW

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Post: Outreach, Training, and Communications Officer.

Contract: 2 year fixed-term.

Hours: Part-time (15 - 22.5 hours per week).

Location: Jersey Biodiversity Centre, Société Jersiaise building, 7 Pier Road, St Helier, and various location around Jersey.

Salary: £23.54 p/h.

Availability: Working days will typically be Monday, Wednesday and Friday. Some evening and weekend work will also be required.

Residency: 5 years residency required.

Role Summary

The purpose of this post is to promote and support the collection of biological records in Jersey. To this aim, the post holder will develop, plan and deliver biodiversity outreach, training, and communications to inspire islanders to connect with nature, participate in biological recording and citizen science surveys and monitoring schemes, and raise awareness of the importance of biodiversity and the work of the Jersey Biodiversity Centre (JBC).

Key Responsibilities

1. Act as the primary liaison between the JBC and local biological recorders, recording groups and other data providers.
2. Organise, promote, and deliver training to promote and support the collection and submission of biological records to the Jersey Biodiversity Centre database. To include training in the use of biological recording websites, applications, and other tools, species identification, and survey methodologies.
3. Produce engaging content for the Jersey Biodiversity Centre website and digital newsletter.
4. Manage the day-to-day activity of the Jersey Biodiversity Centre's social media channels, keeping an organised content calendar and creating inspiring and engaging digital content.
5. Publish and manage event listings, promoting events organised by the JBC and partner organisations via appropriate channels.
6. Work collaboratively with local media outlets to promote biological recording initiatives and the work of the JBC.
7. Assist with the management of the JBC's media database of photographic images and video content.
8. Assist with the management and supervision of volunteers and students.
9. Assist in securing adequate funding for the work of the Outreach, Training and Communications Officer.
10. Maintain an accurate and up to date work schedule and timesheet.
11. Produce concise bimonthly reports, to be submitted prior to each JBC committee meeting, detailing all work progressed and completed over the previous 2 months.

Support and Supervision

Support and supervision will be provided by the post holder's line manager, the Jersey Biodiversity Centre Manager.

Person specification

Criteria	Competency All criteria are essential unless stated as desirable (D). Assessment by documentary evidence, interview, examples of candidate's previous work and references.
Education & Qualifications	<ul style="list-style-type: none"> • Degree or equivalent in a relevant subject. • Master of Science degree in a relevant subject (D). • Driving licence. • Teaching qualification (D). • First aid certificate (D). • Safeguarding course completion (D).
Experience, Skills, Knowledge & Understanding	<ul style="list-style-type: none"> • A background in biological recording and/or the natural sciences. • Knowledge of a wide range of species and habitats found in the Channel Islands. • Species identification and survey skills. • Experience creating and submitting biological records via recording websites and applications such as the Jersey Biodiversity Centre website, iRecord and iNaturalist. • Data analysis and interpretation skills (D). • Communication and relationship building skills. • Experience delivering outdoor activities. • Experience delivering public presentations and/or training. • Experience supervising volunteers and/or students. • Experience managing websites, social media accounts and email lists. • Experience producing and publishing engaging digital content for websites, social media platforms and email newsletters. • Experience creating resources including leaflets, worksheets, infographics and fact files (D). • Microsoft Office 365. • Drupal website content management system (D). • Geographical Information Systems (QGIS/ARCGIS) (D). • Adobe Creative Suite and/or Canva (D). • Mailchimp or other email marketing platform (D). • Eventbrite (D)
Personal qualities	<ul style="list-style-type: none"> • Passionate about biodiversity and the natural world. • Positive team player with a professional, solution-focused attitude. • Well organised and able to work with minimal supervision. • Demonstrates initiative and accountability. • Able to work with good humour under pressure. • Excellent attention to detail.
Other	<ul style="list-style-type: none"> • Own transport. Mileage will be reimbursed. • Disclosure and Barring Service (DBS) check.

About the Jersey Biodiversity Centre

Established in 2013, the Jersey Biodiversity Centre is the environmental records centre for Jersey and its territorial waters. It is a not-for-profit service run in partnership for the public benefit.

Biological records are vitally important as they underpin environmental decision-making, policy, legislation and research in Jersey. The Jersey Biodiversity Centre's primary purpose is to collate these data, which are collected by a diverse range of amateur and professional biological recorders, into a central database where they can be managed, made available, and mobilised, primarily to safeguard the Island's natural environment for future generations.

The Jersey Biodiversity Centre is responsible for managing an extensive and continuously expanding database of biological records, which includes species from terrestrial, freshwater, and marine habitats. The database contains more than 530,000 biological records, including more than 125,000 records of species that are protected under the Wildlife (Jersey) Law 2021. These records originate from various sources, including citizen science surveys and recording schemes, professional ecologists and researchers, local and visiting experts, students, and amateur wildlife enthusiasts.

The Jersey Biodiversity Centre database provides researchers, professional ecologists, land managers, the Government of Jersey, and other environmental decision-makers with a centralised database of high-quality biodiversity data for Jersey. The data play a central role in environmental decision-making for land and marine management, development planning, monitoring, evaluation and reporting for Multilateral Environmental Agreements, and local legislation and policy development. Data are also frequently requested by students and academic researchers undertaking research projects.

Through the innovative use of technology and science, the JBC works to harness the enthusiasm and knowledge of Jersey's biological recording community and improve how data is collected, collated, managed, and shared.

The Jersey Biodiversity Centre works in close partnership with the biological recording community in Jersey to inspire islanders to participate in biological recording and citizen science and provide support, skills training, resources, and tools to assist with the collection and submission of biological records to the Jersey Biodiversity Centre database.

The main aims and objectives of the Jersey Biodiversity Centre are to:

- Work in partnership with the various partner organisations, groups, individuals and stakeholders that make up Jersey's biological recording community to collect, collate, and manage biological records within Jersey's territorial waters.
- Disseminate high-quality, accurate biodiversity information to professional ecologists, land managers, planners, researchers, environmentalists, and other environmental decision-makers, partners, and stakeholders.
- Increase participation in biological recording and citizen science in Jersey.
- Develop and promote biological recording tools such as websites and applications that are user-friendly and fit for purpose.
- Provide support and skills training to the biological recording community in Jersey.
- Inspire islanders to connect with nature and increase awareness of the importance of biodiversity.
- Collaborate with other local environmental records centres across the Channel Islands and beyond, sharing ideas, knowledge, skills, and resources.
- Become a hub for natural history in Jersey.