



## Norfolk Wildlife Services seeks an Ecological Assistant

Norfolk Wildlife Services is a wholly owned subsidiary of Norfolk Wildlife Trust undertaking environmental consultancy work with a county and regional focus. Our clients include local government, commercial developers, community groups and nature conservation bodies. Projects have included large numbers of protected species surveys, EclA and management planning work.

We are currently seeking to recruit an Ecological Assistant to join our team of staff and specialists on an initial **6 month contract commencing 26 March 2012 or by agreement.**

### Salary and conditions

Salary will be £13,000 - £14,500 pa pro rata (depending on experience) based upon a 35 hours per week contract. Standard staff holiday conditions will apply.

### Responsibilities

The Ecological Assistant will, under the supervision of the Senior Ecological Consultant:

- Organise and give administrative support to consultancy projects, e.g. issuing maps, photocopies, arranging access, completing financial records.
- As necessary, act as a safety worker to provide support to others in their ecological fieldwork and assessment for a wide variety of habitats and species.
- Offer IT and GIS skills, e.g. databases, spreadsheets, mapping, etc., to support others to carry out projects.

### Qualities

As part of a dynamic team you will be expected to show high levels of initiative, self-motivation and accept working under tight deadlines. Good communication and organisational skills will be crucial. Prior experience of nature conservation and/or commercial consultancy work is desirable. A full clean driving license would be advantageous.

NWS seek continuous staff development and support will be given to the post-holder to expand their skills base both through involvement in projects and training where possible.

You will work a 35-hour week, but given the nature of the post, you will be expected to work occasional evenings and weekends for which reasonable time off in lieu will be granted. Normal office hours are Monday to Friday, 09.00 to 17.00.

The post holder will be entitled to 20 days p.a. paid holiday pro rata in addition to statutory bank holidays. All holiday must be agreed in advance with the line manager.

**A detailed job description and person specification is attached for further information and to assist you with your application. You may also wish to visit our website at [www.norfolkwildlifetrust.org.uk](http://www.norfolkwildlifetrust.org.uk) for more information about NWS.**

### Application Procedure

You apply via a **statement of application** outlining why you consider yourself suitable for the post and what particular experience, skills and attributes you have which will enable you to fulfil the requirements of the job. It would help the selection panel if you refer to the enclosed job description and its duties and requirements in writing your statement.

Candidates should support this application by attaching a copy of their CV, giving full details of education, employment history, including dates and outlining relevant experience. Please also supply details of two referees. **A CV submitted alone will not be considered.**

**Applications should be marked "Private and confidential" and be sent to:**

**Debbie Fuller  
Norfolk Wildlife Services Limited  
Bewick House  
22 Thorpe Road  
Norwich  
NR1 1RY**

**Closing date for all applications is 12 noon on Wednesday, 29 February 2012. Applications received after then will not be considered. Interviews will take place in Norwich on Wednesday, 7 March 2012.**

The successful candidate will be expected to prove that they are eligible to work in the UK.

We regret that we are unable to acknowledge receipt of your application unless you send a stamp-addressed envelope. Suitable candidates will be contacted by phone as soon as possible after the closing date to arrange an interview. If you have not heard from us by Monday, 5 March you should assume your application has not been successful.