**POST TITLE: Seasonal Assistant Ecologist** (f/t, 37.5 hrs per week)

**LOCATION:** 11 Enterprise Court, Crosland Park, Cramlington, Northumberland, NE23 1LZ

**LINE MANAGER:** Principal Ecologist

**SALARY:** £18,000 pro rata

**JOB ROLE:**

To assist on small scale fee proposals, ecological surveys, GIS, organisation of surveys, ECoW function, report writing and project management to a high standard on a commercial basis for small-value ecological contracts (generally under £10,000) and assist senior members of the team on larger scale projects; contributing to the operation of a profitable, sustainable business. To deal with clients and colleagues in a professional, competent and friendly manner and deliver work safely, adhering to EcoNorth’s Health & Safety and Quality policies and procedures at all times.

**JOB RESPONSIBILITIES:**

• To undertake data searches and map production utilising the in-house GIS system to support colleagues

 in the delivery of project work.

• Prepare, organise, maintain and calibrate equipment as appropriate.

• Assist with the development of marketing literature, website management and case studies as directed

by Line Manager.

• Undertake general business administration including filing, equipment inventories/maintenance

 schedules, and booking in and out of EcoNorth equipment.

• Project manage small scale projects with support from more senior colleagues to a high standard.

• Provide support to colleagues working on large, complex projects.

• Support the drawing up and communication of accurate and well-designed fee proposals utilising

 EcoNorth’s fee structure to potential clients.

• Participate in a range of ecological survey work, including Extended Phase 1 habitat, bat, great crested newt, ornithological, reptile, otter and badger survey work and assessments, and any other survey as

 required by Line Manager, to a safe and accurate standard.

• Provide Ecological Clerk of Works (EcoW) and/or land management function as required.

• Contribute to technically competent and excellent quality ecological reports for clients that are well

 presented, robust in content and address the clients’ brief with support from peers.

• Organise small scale surveys utilising colleagues and where necessary, registered subcontractors to

 support colleagues in project delivery and ensure they adhere to EcoNorth’s Health & Safety Policy

 and deliver work in budget and on time.

• Day to day liaison with clients and subcontractors to support the delivery of projects by phone, email,

 letter and meeting attendance.

• Manage projects in an effective and efficient manner using the current EcoNorth system and any future

 project management system, including scheduling of activities and communicating in a timely and

 organised fashion, budgetary control and thorough record keeping and filing.

• Manage personal time and project delivery in an organised and proactive manner to ensure the smooth

 delivery of projects and the running of EcoNorth.

• Ensure that all activities are undertaken in accordance with EcoNorth’s Quality and Health & Safety

 policy and procedures, and in particular that risk assessments are completed appropriately and fully.

**KEY REQUIREMENTS:**

• To treat clients, subcontractors, colleagues and others in a professional and polite manner.

* To ensure that all EcoNorth activity is treated with commercial sensitivity and that the details of projects

 and clients are treated with the utmost confidentiality.

* To work as a team member and share expertise, knowledge and learning with colleagues and interns.

• An awareness and appreciation that as the trading company of Northumberland Wildlife Trust the

 majority of profits generated by EcoNorth activity are donated to the Trust to enable it achieve its

 charitable aims and objective.

* Ability and willingness to work unsociable hours, primarily when undertaking bat surveys during the peak summer months (May to September).
* Ability and willingness to work away from home while working on a wide range of projects, which may involve working as part of a team in remote locations (reasonable work expenses are covered by EcoNorth).
* Full UK driving license.
* Ability to use standard computer software such as Word, Excel and ideally GIS software such as MapInfo, QGIS and/or Arc.

**EQUAL OPPORTUNITIES:**

EcoNorth is committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, marriage and civil partnership, race, religion or belief, political beliefs, dietary choices, membership or non-membership of a trade union or any other characteristic unrelated to the performance of the job.