



Appointment of Information Officer

Person specification

Criteria	Essential/Minimum	Desirable
Qualifications	Degree or equivalent in a relevant subject e.g. ecology, geography	Post graduate qualification in a relevant subject
		Membership of CIEEM or equivalent
	A full current driving licence and ability to travel around Greater Lincolnshire	
Experience/ Knowledge	Good understanding of the conservation sector and the organisations involved	Understanding of Local Environmental Record Centres and biological recording
		Understanding of Local Sites systems – Wildlife and Geological
	Excellent knowledge of IT, including experience using Microsoft Access	Experience of developing databases with Microsoft Access, and/or writing queries
		Experience of using Recorder 6
		Experience of using GIS, ideally Mapinfo
	Knowledge of the landscapes, habitats and species of lowland Britain	A good standard of botanical identification skills
		Knowledge of geology and geomorphology
		Experience of working within the voluntary/not-for-profit sector
		Understanding of the town and country planning system
Skills	Good communication skills; verbal, written and presentation	
	Good report writing skills	Ability to produce technical reports and write for a non-technical audience
	Ability to work with a range of partners including statutory and voluntary bodies and amateur naturalists	Ability to represent the GLNP in external meeting and on external groups
	Initiative and problem solving	
	Good time management	
Attributes	Attention to detail and diligent in keeping records, contacts and databases up to date	
	Respect for confidentiality and discretion	
	A professional and efficient business approach	
	Commitment to nature conservation	