



southern uplands partnership
living land, living community

JOB DESCRIPTION

Post Title	SWSEIC Intern (South West Scotland Environmental Information Centre)
Base	Studio 1, Hillhead Mill, Kirkgunzeon, Dumfries, DG2 8LA
Responsible To	Mark Pollitt, Centre Manager
Responsible For	N/A
Gross Salary	£20,972 pa
Pension Contribution	Employer contribution of 8% of salary, if applicable for auto-enrolment
Contract Period	One year Depending on the performance of the successful candidate, the requirements of the Centre and the necessary funding, this role may be extended or become permanent in future years.
Contract Hours	Full-time (37 hrs/wk) It may occasionally be necessary to attend meetings outwith normal working hours (for which time off in lieu will be given). SUP operates a flexible working policy including some working from home. Consideration will be given to part-time options.
Leave	36 days per annum for full-time employees and 4 public holidays.

Important Requirements

The post is being part funded by The Holywood Trust, and working in partnership with Dumfries and Galloway Council. It is a condition of funding that the Intern must be a **young person, under 26 years old, and resident in Dumfries and Galloway.**

Southern Uplands Partnership's Charitable Objectives

- To promote and advance education of the public about working and living sustainably in the Southern Uplands of Scotland, either independently and/or in association with Local Authorities, relevant agencies, voluntary organisations and local residents.
- To guide and encourage the integration of environmental, social and economic land-use policies, the sustainable use and management of land and water and other relevant activities in the Southern Uplands so that they are compatible with considerations of the environment and local communities.
- To promote, protect and conserve the biodiversity of the Southern Uplands of Scotland for the benefit of society.

You

You will be interested in the natural environment and want to help make a difference to the habitats and species on your doorstep. You are inspired by the idea of developing a more sustainable future for the communities of South Scotland. You will be interested in people, the environment and rural life. You will have good attention to detail, be accurate in your work, while also being inquisitive and approachable in your outlook. Strong IT skills and an interest in social media are also required. A clean driving licence and access to a vehicle is required. Travel expenses will be reimbursed at a rate of £0.45/mile currently.



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Job Purpose

SWSEIC is the environmental information and records office for South West Scotland and is responsible for over 2.5 million records in the species dataset, with more added every day. The Centre is also the 'go to' place for any external land use party requiring environmental data searches, e.g. builders, windfarm, forestry, of which the Centre handles, on average, 50-100 enquiries per year. You will support the Centre Manager, staff and volunteers in a variety of activities working towards delivering these tasks.

Principal Duties

- Handling and processing species data, including collating, manipulating and uploading information into the SWSEIC database.
- Undertaking data searches, data extraction and formatting on behalf of the SWSEIC team and external client enquiries.
- Liaising with volunteer groups and members of the public regarding recorded data, sightings and enquiries.
- Assist the SWSEIC team with preparation and delivery of public facing events, e.g. BioBlitz, talks, Environment Days.
- Dependent on skills and interests, deliver wildlife recording activities with community groups (e.g. community moth trapping, bat walks, etc), including some specifically targeting young people.
- Play an active role in SWSEIC's marketing, e.g. production of newsletters, social media posts.
- Assist with GIS mapping tasks to display and interpret information.

In addition, as a personal piece of project work, the placement will have the opportunity to research, design prepare and publish a booklet on one particular aspect of the local environment, to complement existing SWSEIC publications.

All training will be provided, along with comprehensive instructions on how to deal with data handling, record types, etc.

No Job Description can be entirely comprehensive and the post holder will be expected to carry out other duties from time to time that are commensurate with the above responsibilities and determined by the Centre Manager.

More information on SWSEIC can be found at [South West Scotland Environmental Information Centre - SWSEIC](#)

More information on SUP and its diverse range of projects can be found on the website [Home - The Southern Uplands Partnership \(sup.org.uk\)](#)

Application process

To apply for this position, please download and complete the Application Form from www.sup.org.uk or email Sheila Adams sheila@sup.org.uk to request an Application Pack.

Applications should be submitted to Sheila Adams by email to Sheila@sup.org.uk, by **9.00 am on Tuesday, 9th May 2023**. Interviews will be held on 29th or 31st May 2023.

For an informal chat, please email mpollitt@swseic.org.uk to arrange a convenient time to discuss.



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PERSON SPECIFICATION

1. Education and Training	
Environmental qualification, possibly a degree or equivalent (if not yet graduated, but expect to soon, contact Mark Pollitt (mpollitt@swseic.org.uk) to discuss	Essential
2. Experience	
Working with environmental data	Essential
Working to deadlines and using initiative	Essential
Working with members of the public and community groups	Desirable
Management of social media / websites	Desirable
Development of delivery and events	Desirable
3. Skills and Abilities	
Attention to detail and accuracy	Essential
Knowledge of and enthusiasm for all aspects of British wildlife, with a particular interest in one or more species groups	Essential
Knowledge of Microsoft Office packages, particularly spreadsheets	Essential
Good written communication skills	Essential
Record keeping / organisational skills	Essential
GIS mapping	Desirable
4. Knowledge	
An understanding of biological data, its use and value	Essential
Awareness of Sustainability issues	Essential
Social media use	Essential
5. Personality Factors	
Self-motivated and self-starter	Essential
Reliable	Essential
6. Other Requirements	
Flexible approach to work duties	Essential
Work well independently and as part of a small team	Essential
Driving licence and access to a vehicle	Essential
Resident in Dumfries and Galloway	Essential
Aged under 26	Essential