**JOB PROFILE**

**Job Title:** Evidence Emergency Project Delivery Support Officer

**Salary:** £16,000 pa (for part time 21 hours per week 0.6), fte £26,670 pa

April 2025-December 2026

**Reports to:** Research and Monitoring Manager

**Liaison with:** Centre of Excellence Lead in the Royal Society of Wildlife Trusts, Self-assessment Tool/Competencies Lead in Gloucestershire Wildlife Trust and Project Lead in Sheffield & Rotherham Wildlife Trust.

**Main Purpose of the Role**

To support delivery of the Evidence Emergency – Grow Phase, working closely with the cross-federation project team. Leading on delivery of the Evidence-based Conservation Centre of Excellence (CoE), coordinated by the Royal Society of Wildlife Trust’s (RSWT) Centre of Excellence Lead, and supporting delivery of self-assessment development and roll out, led by Gloucestershire Wildlife Trust.

**About Evidence Emergency**

The Evidence Emergency project is a critical initiative within the Wildlife Trusts federation aimed at addressing the urgent need for robust, data-driven decision-making in conservation efforts. This project recognises the growing importance of digital technologies and data analytics in understanding and protecting wildlife and habitats across the UK.

The project's main goals include enhancing the collection, analysis, and sharing of ecological data across the Wildlife Trusts network, as well as developing innovative digital solutions to support conservation work. It seeks to build capacity for data-driven decision-making while fostering a culture of innovation and knowledge sharing across the federation. A key component of the project is the establishment of a Centre of Excellence for Evidence-based Conservation, which will drive long-term improvements in how evidence is used in conservation efforts.

The Centre of Excellence for the Wildlife Trusts is expected to be a central hub that enhances digital capabilities and supports evidence-based conservation practices across the Trusts. It will bring together resources, foster innovation and scaling of ideas generated across the federation, and improve digital skills through specialised training, tools, and consulting services. The Centre of Excellence will serve as a collaborative hub, promoting best practices, facilitating knowledge sharing, delivering projects and developing strategic partnerships to drive impactful conservation efforts.

**Key Tasks**

**Support CoE Lead to establish and manage the Centre of Excellence**

* Work with RSWT CoE Lead to establish and manage the CoE for Evidence-based Conservation.
* Pilot initial CoE content and innovations, sourced from Steering Group Trusts.
* Populate CoE with wider Wildlife Trust innovations.
* Create and maintain resource banks for cross-federation access.
* Develop and grow CoE through a continuous and iterative process.

**Support CoE Lead to coordinate internal communications and knowledge sharing**

* Establish and manage knowledge-sharing platform for CoE
* Foster open communication and collaboration across federation
* Provide regular feedback to project team and attend project management meetings
* Cross-federation innovation keeping up
* Organise knowledge-sharing events and cross-federation innovation workshops to source content

**Support CoE Lead in developing long-term sustainability strategies**

* Work with the CoE Lead on commercial and operating models
* Identify funding sources and partnerships
* Create long-term roadmaps
* Establish and monitor KPIs for innovation efforts

**Support Self-assessment Tool/Competencies Lead with delivery of self-assessment tool**

* Provide support to the Self-assessment Tool/Competencies Lead to work with an external developer to build a beta and final version of the self-assessment tool.
* Support with testing the beta version, including gathering feedback on wording/content and user experience. Support with rolling out the final version of the tool to Wildlife Trust staff.

**Person specification**

**Qualifications**

Required: degree or experience in related subject area.

**Key Skills**

* Excellent communication skills with all (verbal and written).
* Excellent presentation skills.
* Excellent organisational and time-management skills. Able to prioritise workloads and meet deadlines.
* Ability to work independently using own initiative and judgment, as well as in close cooperation with others.
* Excellent IT skills including Microsoft Word, Excel and PowerPoint, Microsoft Teams and Zoom.
* Ability to form productive cross team/cross organisational relationships.

**Experience**

* In-depth understanding of digital technologies and data analytics relevant to conservation.
* Familiarity with conservation and environmental issues, particularly in the UK context.
* Good knowledge of the Wildlife Trust movement and our work.
* Familiarity with collaboration and project management software (e.g. Miro, and Monday.com).
* Experience of project management.
* Familiar with project reporting and impact monitoring.
* Experience and familiarity with innovative conservation technologies.
* Familiar with the importance of evidence-led conservation.

**Personal Attributes**

* Engaging and personable manner.
* Works quickly and efficiently with excellent attention to detail and accuracy.
* Ability to work both alone and cooperatively as part of a team.
* Highly organised, with excellent time management.
* Flexible and open-minded, able to adapt to changing situations. and willing to step in where needed.
* An interest in nature and a passion for inspiring others to support important causes.