

## Job Specification – Cape Clear Wildlife Officer (part-time, May to October)



### Cape Clear Wildlife Officer

The Observatory, Cape Clear Island, Skibbereen, Co Cork

#### Our Organisation

BirdWatch Ireland is Ireland's largest conservation charity concerned with the protection of birds and biodiversity. We directly manage a number of lands as nature reserves and own and manage a number of regional offices and properties including the Cape Clear Bird Observatory known as 'The Obs'.

#### Overview of the role

BirdWatch Ireland is seeking a suitably qualified and enthusiastic person to assist in the running of The Obs for the forthcoming season supporting a range of work areas. The Obs is situated on the North Harbour of Cape Clear Island, Co. Cork, which is the most south westerly point of Ireland.

The Obs hosts visiting bird watchers, naturalists and tourists during a busy tourist season and busy bird watching periods. As well as day visitors the property provides hostel type accommodation with a capacity for up to seven overnight guests. A daily log of bird migration and observations is kept and updated and The Obs supports a number of residential courses and corporate away days/weekends which are led by BirdWatch Ireland staff.

This is a part time temporary role for the 2016 season (May to the end of October) requiring flexible working arrangements. Accommodation is provided at The Obs.

#### Skills & qualities required

- A interest and ability in nature conservation and identification of birds
- Excellent communication skills
- Tidy and organised
- A basic knowledge of house maintenance skills

The successful applicant must be very self-motivated and enjoy carrying out field work in all weather conditions! They must be able to interact well with staff, supporters, the local community and all guests of the island and of The Obs.

#### Specific duties will include:

- Welcoming visitors to the island and The Obs and promote the work of BirdWatch Ireland
- Coordinating casual or on-island bookings if and when accommodation is available
- Liaising with Admin staff re bookings and maintenance of observatory
- Providing information about BirdWatch Ireland and raising the profile of the organisation's work including the use of social media
- Assisting in the running of courses, walks and talks and island events such as during Biodiversity Week, BioBlitz according to a predetermined schedule of events
- Providing visitors with information about the islands birds and biodiversity
- Recruiting members and supporters
- Taking part in monitoring the island's migratory birds and other wildlife. Including maintain log of bird and wildlife sightings through systematic coverage of the island or a subdivision of the total island area according to predetermined method

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- Liaising, supporting and facilitating BirdWatch Ireland branches and members engaging in bird conservation activities on the island as well as members of the local community including the island Co Op and retail community
- Maintaining (including cleaning and general maintenance) the property to high standards. Prior to arrival and following departure of guests the role will involve cleaning and preparing the rooms for further guests. Updating and maintain household accommodation, fittings, laundry etc., as appropriate and needed.

### **Time Commitment**

Part time (average 25 hours a week) from May to October. Flexible working will be required (i.e. weekends and unusual hours as agreed through Line Management and in accordance with the programme of work).

### **Training & Induction**

The successful candidate will receive an induction to the organisation and observatory working practices prior to the commencement of duties, including an onsite introductory visit with staff. Full Health and Safety Risk Assessment forms an integral part of this induction.

### **Remuneration**

A salary of c.€250 a week for six months. This is a part time position. Any costs incurred as part of the role requirements will be agreed by line management and subject to the budget available. Accommodation (a single room) and utility overheads within The Obs are provided. The kitchen, common room and other facilities are shared with paying guests.

### **Benefits**

The opportunity to

- work in and learn about the conservation and observatory sectors in Ireland
- improve expertise and personal development
- learn about and contribute towards the conservation and knowledge of threatened species
- contribute towards the knowledge and enjoyment of the visitor experience to the island

### **How to apply**

Please complete the application form available on the BirdWatch Ireland website. **Please do not send CVs.** Applications should be sent to Michelle Kavanagh by email [mkavanagh@birdwatchireland.ie](mailto:mkavanagh@birdwatchireland.ie) (please put “Cape Clear Wildlife Officer Application” in the subject box) or by post to BirdWatch Ireland, Unit 20 Block D, Bullford Business Campus, Kilcoole, Co Wicklow.

**Closing date for applications: Wednesday 20<sup>th</sup> April 2016**

**Interviews are likely to take place in during the week of 25<sup>th</sup> April, with a start date in early May.**

Any further queries regarding this post should be directed to Oran O’Sullivan or Siobhán Egan (01)2819878

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