

Volunteer Public Survey Assistant

Job Description

Job Title: Public Survey Assistant

Reports to: Records Ecologist

Purpose of this job

To support the Scottish Spider Search survey by

- organising the distribution of survey postcards and posters to relevant centres
- processing data received via email or online, including checking records are complete, following up queries and entering data into spreadsheets
- assisting with promotion of the survey by attending events, writing articles for the website and social media

Main Responsibilities

1. Coordinate the distribution of survey postcards and posters to relevant organisations and visitor centres across Scotland.
2. Enter data received via email or non-digitised formats into spreadsheets ready for entry into TWIC's species database, Recorder 6.
3. Format data received via TWIC's online recording form ready for entry into TWIC's species database.
4. Check data for accuracy, identifying gaps and errors and researching solutions to these e.g. looking up grid references for location names.
5. Write articles for the TWIC website and social media sites to provide feedback on the progress of the survey.

Job Specification

1. Length of appointment – ongoing
2. Time commitment – minimum of 1 day a week (Mon – Fri)
3. Location – TWIC office at Vogrie Country Park, near Gorebridge, Midlothian

Support and Training

1. Day to day support will be provided by the Records Ecologist and the GIS & Data Officer.
2. Training will be provided in TWIC data polices and systems for entry of data, data checking and formatting spreadsheets.

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Person Specification

To fill this volunteer post, we are looking for someone who has the following range of skills, knowledge, experience and personal qualities (E: essential; D: desirable):

Skills

- Use of Microsoft Office packages, especially Excel, Word and Outlook (E)
- Using Microsoft Excel to a high standard (use of formulas, sorting data, formatting data etc.) (D)
- Using social media, Facebook and Twitter, for promotion (D)
- Using Recorder 6 software for managing biological data (D)

Knowledge

- Biological recording in the UK (D)
- UK natural history, especially invertebrates (D)
- An ecology-related degree or equivalent experience (D)

Experience

- Working in an office based environment (D)
- Liaising with the general public (D)

Personal Qualities

- Ability to work as part of a small team and co-operate with others (E)
- Interest in the natural environment and commitment to the project (E)
- Organised and methodical approach to work and ability to sustain accuracy over a period of time (E)