

Post: Outreach, Training, and Communications Officer.

Contract: Fixed-term to 31 December 2028.

Hours: Part-time, 15 hours per week.

Location: Jersey Biodiversity Centre, Société Jersiaise, 7 Pier Road, St Helier, and various locations around Jersey.

Salary: £24.30 p/h.

Availability: The 15 hours are worked on Mondays, Wednesdays and Fridays, and how they are split across those days is flexible. For example, two full days on Monday and Friday, or five hours on each of the three days. Some evening and weekend work will also be required.

Residential status: Applicants must hold “Entitled” or “Entitled for Work” status in Jersey.

Role summary

The purpose of this post is to promote and support the collection of biological records in Jersey. To this end, the post holder will develop, plan and deliver biodiversity outreach, training, and communications to inspire islanders to connect with nature, participate in biological recording and citizen science surveys and monitoring schemes, and raise awareness of the importance of biodiversity and the work of the Jersey Biodiversity Centre (JBC).

Key Responsibilities

Biological Recording and Citizen Science

1. Act as the primary liaison between the JBC and local biological recorders, recording groups, record verifiers and other data providers.
2. Support existing biological recording initiatives and citizen science monitoring schemes, including schemes run with the Government of Jersey and partner organisations.
3. Help identify opportunities for new biological recording initiatives and projects, and help plan their delivery.
4. Help develop, train, and support a network of local expert record verifiers.

Training

5. Help develop the JBC’s biodiversity training programme, and organise, promote, and deliver in-person and field-based training. This includes training in species identification, survey methods, and the use of biological recording websites, applications, and other tools.
6. Produce digital training resources covering species identification, field skills and survey methods, recording and data skills, and record verification.

Outreach and Communications

7. Deliver the JBC’s Communication and Outreach Strategy, and help develop and deliver the annual communications plan, including a year-round calendar of activities that leads people from connecting with nature to recording wildlife and taking part in citizen science monitoring schemes.

8. Produce engaging content for the JBC website, email newsletter, and social media, and manage the day-to-day activity of the JBC's social media channels, keeping an organised content calendar.
9. Publish and manage event listings, promoting events organised by the JBC and partner organisations via appropriate channels.
10. Work collaboratively with local media outlets to promote biological recording initiatives and the work of the JBC.
11. Represent the JBC at events and conferences, and give talks and presentations about biological recording and the work of the JBC.
12. Work with the other Channel Islands biological records centres to share and align communications, skills training, and resources.
13. Assist with the management of the JBC's media library of photographs and video.
14. Assist with the management and supervision of volunteers and students.

Funding, Planning, and Reporting

15. Assist in securing funding for the JBC's outreach, training, and communications work and for new biological recording initiatives.
16. Collect and report progress information, including activity numbers and engagement figures, for internal and funder reporting. This includes a concise progress report before each JBC committee meeting (every two months).
17. Maintain an accurate and up-to-date work schedule and timesheet.

Support and Supervision

The post holder will be supported and supervised by their line manager, the Jersey Biodiversity Centre Manager.

Person Specification

All criteria are essential unless stated as desirable (D). Assessment by documentary evidence, interview, examples of the candidate's previous work and references.

Criteria	Competency
Education & Qualifications	• Degree or equivalent in a relevant subject. • Master's degree in a relevant subject (D). • Teaching qualification (D). • First aid certificate (D). • Safeguarding course completion (D).
Experience, Skills, Knowledge & Understanding	• A background in biological recording and/or the natural sciences. • Knowledge of a wide range of species and habitats found in the Channel Islands. • Species identification and survey skills. • Experience creating and submitting biological records via recording websites and applications such as the Jersey Biodiversity Centre website, iRecord and iNaturalist. • Data analysis and interpretation skills (D). • Communication and relationship-building skills. • Experience delivering outdoor activities. • Experience delivering public presentations and/or training. • Experience supervising volunteers and/or students. • Experience managing websites, social media accounts and email lists. • Experience producing and publishing engaging digital content for websites, social media platforms and email newsletters. • Experience creating resources including leaflets, worksheets, infographics and fact files (D). • Microsoft 365. • Website content management system, e.g. Drupal or WordPress (D). • Geographic Information Systems, e.g. QGIS or ArcGIS (D). • Canva (D). • Mailchimp or other email marketing platform (D). • Eventbrite (D).
Personal Qualities	• Passionate about biodiversity and the natural world. • Positive team player with a professional, solution-focused attitude. • Well organised and able to work with minimal supervision. • Demonstrates initiative and accountability. • Able to work with good humour under pressure. • Excellent attention to detail.
Other	• Own transport. Mileage will be reimbursed. • Enhanced Disclosure and Barring Service (DBS) check.

About the Jersey Biodiversity Centre

Established in 2013, the Jersey Biodiversity Centre (JBC) is the biological records centre for Jersey and its territorial waters. It is a registered charity that operates in partnership for the public benefit, providing biodiversity information and educational services. The JBC is run by a small team, overseen by a committee of charity governors.

The primary role of the JBC, as set out in its Constitution, is to acquire, collate, manage, and make available data on Jersey's biodiversity. The purpose of this work is to support efforts to protect Jersey's biodiversity and natural environment for future generations.

The JBC manages a continually expanding database of biological records covering terrestrial, freshwater, and marine habitats. The database holds more than 600,000 biological records, including more than 135,000 records of species protected under the Wildlife (Jersey) Law 2021 (as amended). The data come from many sources, including citizen science surveys and recording schemes, professional ecologists and researchers, local and visiting experts, students, and amateur wildlife enthusiasts.

These data provide the evidence base for biodiversity decision-making in Jersey. The Government of Jersey, land and marine managers, professional ecologists, researchers, and other environmental decision-makers use them for land and marine management, development planning, legislation and policy development, monitoring and reporting under Multilateral Environmental Agreements, and research.

The JBC works closely with amateur and professional biological recorders, and with local organisations and groups, to promote and encourage participation in biological recording. It provides Jersey's biological recording community with skills training, support, resources, and tools for collecting and submitting biological records. Through the innovative use of technology and science, the JBC works to harness the enthusiasm and expertise of the recording community and improve how data are collected, collated, managed, and shared.

Our Strategic Objectives

The JBC Strategic Plan 2025–2029 sets out five strategic objectives:

1. Improve understanding of biodiversity in Jersey.
2. Facilitate the use of biodiversity data to assist better evidence-based environmental decision-making and actions for the conservation and restoration of nature.
3. Strengthen the biological recording, citizen science, and research network.
4. Communicate biodiversity.
5. Build an innovative Biodiversity Centre.