



## Vacancy pack

Dear Applicant

### **Overnight Protection Staff – £7.30/hr**

Thank you for your enquiry regarding our advertised vacancy. An application form is enclosed, together with a job description, person specification and other background information about the RSPB. If you have seen this vacancy advertised on our website, please refer to 'Working for the RSPB' which contains information about our benefits, and terms and conditions. This document can be downloaded if required.

**If you require any further information about this post please contact Neil Douglas on 0191 233 4309 or at [Neil.Douglas@rspb.org.uk](mailto:Neil.Douglas@rspb.org.uk)**

Please can you complete the enclosed application form in typeface or blue or black ink. Please refer to the person specification when completing the form. Your completed application form should clearly describe how you meet each of the criteria that have been identified as being necessary for this post as this will form the basis of shortlisting candidates. If you enclose a CV, it may be referred to for supplementary information, however, please ensure that all the questions asked on the application form are fully answered.

We take all practicable steps to safeguard the safety and welfare of children or vulnerable adults while they are in contact with the RSPB and have a Child Safety and Welfare Policy that supports this. If the post you have applied for involves unsupervised access to children or vulnerable adults further checks will be carried out. We will also confirm your eligibility to work in the UK prior to appointment.

**Completed forms should be returned to Barbara Moore, RSPB Westleigh Mews, Wakefield Road, Denby Dale, Huddersfield, HD8 8QD.**

Please check the postage required on your application as incorrect postage may lead to your application being delayed and missing the closing date. If you require an acknowledgement of receipt of your application, please enclose a stamped, addressed envelope. **Alternatively, you can email your application to [Barbara.Moore@rspb.org.uk](mailto:Barbara.Moore@rspb.org.uk).**

The closing date for receipt of completed application forms is **5pm on Friday 14 March 2014. Interviews will be held during the week beginning 24<sup>th</sup> March 2014.**

If you are an external candidate, may we take this opportunity to thank you for your interest in employment with the RSPB. As a charity, we try to keep our administrative costs to a minimum and therefore you will only be contacted if we wish to progress your application. If you have not heard from us within four weeks of the closing date, you should assume that your application has been unsuccessful on this occasion. However, if you are able to supply us with an e-mail address, we will endeavour to advise you if you have not been shortlisted.

We look forward to receiving your application in due course.

Neil Douglas  
RSPB Newcastle Office

**This pack contains all the information you need to apply, including:**

**Useful Information**

Details on our Diversity Policy statement, how we use CVs, shortlisting and employment checks and UK Identification requirements

**Applicant letter**

Details on how to apply plus closing date and interview date(s)

**Job description**

A breakdown of the vacancy, including the purpose of the job, requirements, duties and responsibilities

**Person specification**

A list of criteria that potential candidates should aim to meet

**Department information\***

Details of the department advertising the post

**Application Form**

*PDF version*

Please print out, complete and return to the address on the Applicant letter

*Word version*

Applicants are encouraged to complete electronically and return by e-mail

\* This information will only be provided if it is relevant to this post

Applications from candidates requiring a certificate of sponsorship under the UK points-based immigration system will not be considered if there are suitable candidates who do not require sponsorship. This is because employers need to demonstrate that they are unable to recruit a resident worker, before they can recruit a non-resident worker\*.

The resident worker rule does not prevent applicants requiring sponsorship from applying for our vacancies, but such applications should be made on the understanding that they can only be considered subject to the restrictions above.

For further information, please visit the [Home Office UK Border Agency website](#).

\*This rule does not apply to those applying for roles that require a bachelor, postgraduate degree or postgraduate certificate in education qualification. It is necessary for the qualification to be an essential requirement for the role and the applicant to prove that they possess such a qualification (or have completed a minimum of 12 months study in the UK towards a UK PhD), which is recognised in the UK.

# Useful Information

## **Diversity Policy Statement**

The RSPB is part of a global network that incorporates a diversity of traditions and cultures, and which represents different inheritances, backgrounds, influences, perspectives and experiences. A better understanding of people's differences will help us to appreciate and value everyone's contribution, and recognise that we are all an integral and invaluable part of the Society.

Everyone has the right to be treated with consideration and respect. The Society is committed to achieving a truly inclusive environment for all, by developing better working relationships that release the full potential, creativity and productivity of each individual, and an atmosphere where everyone can learn, work and live free from prejudice, discrimination, harassment and violence.

The Society aims to ensure that all staff, volunteers, partners, clients, contractors, members and the general public are treated fairly. Unless it can be shown to be justified, this will be regardless of sex, sexual orientation, gender re-assignment, marital or civil partnership status, race (including colour, nationality, ethnicity, or national origin), disability, medical status, age, religion or belief, political opinion, social or economic status, or ex-offender status.

## **Use of Curriculum Vitae (CVs)**

Our policy is to recruit and employ our employees on the basis of their suitability for the work to be done. An application form allows us to compare individuals based on like for like information and as such we do not accept a CV unless accompanied by a fully completed application.

## **Shortlisting**

The RSPB is an equal opportunities employer and we are committed to ensuring all applications are treated fairly. Applications are sought only from those eligible to work in the UK in the first instance.

All applications are subject to our shortlisting process where we only assess information provided against the Person Specification. If you are shortlisted we will contact you and invite you to attend an interview. You will also be advised at this point if there will be any skills test, presentations etc.

As a charity, we lack the resources to advise all candidates if their application is unsuccessful. If you do not hear from us within four weeks of the closing date, we will have decided not to take your application any further. However, if you are able to supply us with an e-mail address, we will endeavour to advise you if you have not been shortlisted. If this is the case, please do not be discouraged from re-applying as your skills and experience may be just what we need for our next vacancy. We also have a number of volunteering opportunities across the organisation.

## **Employment Checks**

All offers of employment are made subject to the following criteria:

**Proof of eligibility to work in the UK, Proof of Residency, Satisfactory Employment Health Check, Two references satisfactory to the Society and where required a Satisfactory Criminal Records Bureau Check.**

## Job Description

<b>Job Title:</b>	Overnight Protection Staff
<b>Length of Post:</b>	Flexible (post is dependant on whether there is a breeding attempt)
<b>Region:</b>	Northern England Region
<b>Location of Job:</b>	Northumberland, Cumbria, and Lancashire, but with flexibility to move to another location in Northern England if an opportunity arises. The precise location of this post is dependent on the location of a nesting attempt.
<b>Post holder Reports To:</b>	Conservation Officer, with 'dotted-line' to the Species Protection Coordinator or Site Warden as appropriate

### Overall Purpose of the Job:

The main purpose of the job is to prevent disturbance/destruction of nesting hen harriers if a nest is found in Northern England. This involves carrying out overnight nest watches, the time and length of shifts to be coordinated by the Species Protection Coordinator or Site Warden. The nest watch will commence once the female has constructed the nest and will continue until any young are fully fledged.

The nest surveillance will be overt, with the intention of deterring persecution rather than a covert attempt to catch perpetrators in the act. Night watches will be carried out from a caravan and/or from a tent depending on where the nest is located.

Work will require long and unsociable hours in the field, often in adverse weather conditions. The Overnight Protection team will need to liaise closely with the Species Protection Coordinator or Site Warden, project partners including Forestry Commission and United Utilities staff, and other RSPB staff and volunteers, and maintain cordial relations with farmers and landowners on whose land part of the work may be carried out, as well as members of the general public. The postholder should ensure that the nestwatch is carried out in a safe manner which minimises any disturbance to the birds, as directed by the Species Protection Coordinator or Site Warden.

This post is entirely dependent on a nesting attempt occurring in an area where the RSPB are able to provide a watch. Overnight Protection Staff may be required to move dependent on location of nesting attempt – therefore flexibility over location is required.

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### Main Duties:

1. Surveillance of hen harrier nest and surrounds from observation point, tent and caravan during overnight shifts
2. Conduct overnight watches safely and effectively by ensuring that both watchers take turns to rest/sleep

### Other Duties:

1. Ensure all relevant H&S standards and policies are met
2. Ensure caravan, tent, and equipment within are maintained in good order

### Special Requirements:

1. A good knowledge of natural history in general, ornithology in particular including hen harrier ecology and behaviour
2. Previous experience of nest protection
3. Able to safely handle potentially hazardous equipment and materials.
4. Ability to deal with the public, neighbours, visitors, trespassers etc with diplomacy, in an appropriate and tactful manner.
5. Physically fit and prepared to spend nights working alone, in adverse weather conditions and on difficult terrain.
6. Ability to drive and use own vehicle.

7. Flexibility to change location dependent on location of nesting attempt.

## **General**

Northumberland, Cumbria and Lancashire have been the only areas to have successful hen harrier nesting attempts in England in the most recent past.

The post is temporary; the length of contract depending on whether a hen harrier nest is established. The overnight nestwatch will commence once the female has constructed the nest and will continue until any young are fully fledged.

You are required to observe health and safety procedures at all times, as described in the Health and Safety Handbook and the risk assessment form supplied.

In the RSPB, volunteers are a major resource and make a vital contribution to the RSPB's aim to take action for the conservation of wild birds and the environment. You will be expected to encourage, develop and support volunteer involvement in our work.

We expect you to carry out your job responsibilities in an environmentally aware manner, ensuring as little damage to the environment as possible. Our aim is to ensure all resources are utilised effectively and efficiently. You will be expected to apply 'sound value for money' principles in undertaking purchasing or supply of goods and services.

You must ensure that any kit, equipment or vehicles provided or paid for by the society or project partners is maintained in good order and that any damage is reported to the line manager as soon as possible.

### **Compliance with wildlife/environmental protection legislation**

You are required to operate at all times in accordance with wildlife/environmental protection legislation. If your post requires you to operate under a licence issued through such legislation (e.g. licences under the Wildlife and Countryside Act 1981 (as amended), Wildlife (Northern Ireland) Order 1985 (as amended)), you are required to comply with all terms and conditions such a licence places on you, and any additional procedures as stipulated by the RSPB. You are also responsible for ensuring that any persons acting under your direct control, such as volunteers, also operate in compliance with any relevant wildlife/environmental protection legislation, and any additional RSPB procedures. Failure to comply with relevant procedures and/or with the terms and conditions of any licence may lead to disciplinary action.

### **Confidentiality clause for the hen harrier monitoring project:**

During the course of your contract you may come into contact with RSPB activities concerned with detecting and preventing the illegal persecution of breeding birds in this area. Such activities are of a sensitive and confidential nature. It is a mandatory condition of your contract that knowledge of such activities is treated confidentially and under no circumstances is it to be passed to any third parties.





giving  
nature  
a home

**APPLICATION FOR EMPLOYMENT**  
**STRICTLY CONFIDENTIAL**

**PLEASE REFER TO VACANCY DETAILS FOR RETURN ADDRESS**

Job Ref. No.	7020214
Position applied for	
Location	
How did you first learn of this vacancy?	

**Identification details**  
(BLOCK CAPITALS PLEASE)

Surname		Dr/Mr/Mrs/Miss/Ms/Other	
Forenames			
Address			
		Postcode	
Email address			

May we, with discretion, phone you at work? Yes  No

Home tel no		Business tel no	
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Do you hold a current, valid driving licence? Yes  No   
 If yes, what type? Full  Provisional   
 If yes, do you have any current endorsements? Yes  No   
 If yes, please give details of any current endorsements.

**Qualifications relevant to this application (including technical and/or professional).**  
Please provide details (*note that these may be verified on appointment*)

**Current membership of any professional or technical organisations.**  
Please provide details (*note that these may be verified on appointment*)

**Employment history**

Please give details of all jobs held, including part-time and unpaid work, **starting with your current or most recent employer**. Continue on a separate sheet if necessary.

<b>Employer's full name &amp; address</b>	<b>Job title/ Key achievements &amp; areas of responsibility</b>	<b>Length of time in job/ Reasons for leaving/ Final salary in role</b>

**Relevant skills/knowledge/experience**

You should outline below how your skills/knowledge/experience meet the requirements of the Person Specification. You may draw on past employment and/or out of work activities. Please include details of any scientific papers you have had published. Continue on a separate sheet if necessary.

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**Why are you interested in applying for this post?**

Continue on a separate sheet if necessary.

**Length of notice**

**Declaration**

The information on this form will be used for recruitment and selection purposes only and if your application is successful it will form part of your employment record. All unsuccessful applications will be destroyed twelve months after the closing date for positions advertised in Scotland, England and Wales and three years after the closing date for positions advertised in Northern Ireland.

**Are you eligible to work in the UK ?** Yes  No

**For Internal applicants only:** In the event of my application being successful give my permission for the Personnel Department to approach my line manager for an internal reference.

If it is discovered that you have given any information, which you know to be false, or withhold any relevant information your application may be rejected or any subsequent employment terminated.

I confirm that the information contained in this application form is correct.

**Signature** .....

**Date** .....