

Cumbria Biodiversity Data Centre

Advisory Group Independent Chair

Cumbria Biodiversity Data Centre (CBDC) is the local environmental (biological) records centre for the county of Cumbria. CBDC collates biological records from across the county, manages a biodiversity database (species, habitat and site data), and provides biological data analysis and mapping services. The data and analyses inform decision making across Cumbria, from planning and development to nature recovery, education, and research.

CBDC Advisory Group Chair – role description

The CBDC Advisory Group provides guidance and advice to CBDC to better enable the centre to achieve its aim of providing biological data to all in need of such information. The group also acts as a forum for individuals or representatives of organisations with a vested interest in biological recording in Cumbria to come together and discuss opportunities. The group consists of CBDC funders, data suppliers and data users as well as representation from CBDC's host organisation, Tullie House Museum. Representation of different skill sets, experience, background, job roles and organisational interest with a shared interest in biological recording will create a dynamic and supportive group which will support the development of CBDC and recording in Cumbria more widely.

The group is looking for an independent chair with previous chairing experience and/or a willingness to develop chairing skills. Experience of developing business plans and strategies is essential as is previous experience of advocacy. An interest in and awareness of biodiversity and understanding of data management are also essential criteria for the role; however, potential applicants need not be employed in a biodiversity or wildlife role.

The chair role will involve chairing three CBDC Advisory Group meetings every year (January, May, September) which are usually virtual meetings lasting approximately 90 minutes. A good understanding of the agenda items to be discussed, ensuring the meeting keeps to time but allows a full discussion of all items listed, summarising discussion points and driving consensus as well as a decisive approach to identifying actions, next steps and decisions, are the key responsibilities. Meeting preparation, with the CBDC team, would be expected to ensure that outcomes result from the meeting. Post-meeting follow-up might also be needed, depending on actions arising.

The Chair will also provide a point of contact for business plan/strategy development with the Centre Manager.

The CBDC Advisory Group Chair would also be expected to act as a key contact for the members of the group and for the CBDC team, providing an independent perspective for any issues arising and a balanced approach to issue resolution. An annual one-to-one session with each Advisor (or group of Advisors if from the same organisation) might also be needed to ensure that each Advisor is contributing to the Advisory Group.

Expected time commitment for this role is 7 days per year including 3 hours min. per meeting. An honorarium of £500 will be made available for a suitably experienced individual, to cover expenses and essential costs. As this is a new role, it may evolve, and the time commitment will be closely monitored to ensure that the role does not become too burdensome or is suitably remunerated should further responsibilities emerge.

Please see the person specification and application details in the job advert if you would like to apply for this exciting new role which will support biodiversity understanding in Cumbria.