

# BGCI Vacancy Announcement

<b>Title of post:</b>	<b>Conservation Assistant Officer – Practical tree conservation</b>
<b>Job Purpose:</b>	Conservation Assistant Officer will collate information on practical conservation actions for threatened tree species and carry out other tasks to support BGCI's conservation planning work
<b>Reports to:</b>	Conservation Manager
<b>Contract Type:</b>	Full-time
<b>Duration:</b>	Until January 31 <sup>st</sup> 2028, possible extension funding dependent
<b>Location:</b>	BGCI Offices, Kew, London; Hybrid
<b>Remuneration:</b>	£21K - £25K dependent on level of experience

## Position Summary

BGCI is seeking to appoint a Conservation Assistant Officer to support the delivery of BGCI's tree conservation programme. Part of this role will include gathering data from our global network on current conservation actions for threatened tree species to help prioritise where future conservation efforts are needed. This data is collated in the Conservation Action Tracker that can be viewed via BGCI's GlobalTree Portal. The appointed person will also support the delivery and expansion of BGCI's conservation planning work for threatened tree species. Candidates for this post will be self-motivated, demonstrate an interest in plant conservation and have a record of data collection and report writing. They will support the facilitation of multi-stakeholder workshops and therefore must have good social and listening skills.

## About BGCI

Botanic Gardens Conservation International (BGCI) is a membership organisation and a global network for plant conservation located in Kew, United Kingdom with regional bureaux in China, Kenya, Singapore, and the USA. Our membership comprises over 900 botanical institutions working in plant conservation - botanic gardens, arboreta, NGOs, restoration organisations, government, and universities - in over 120 countries all around the world. We work with this extensive network of members, and the wider conservation community, to use our collective knowledge and hands on expertise to reverse the threat of extinction facing plants and to secure plant diversity for the well-being of people and the planet.

BGCI provides support to its members in many different ways: we are an advocate for the botanic garden community, promoting the role of botanic gardens in plant conservation policy, practice and education; we connect people, co-ordinating efforts and bringing people together to exchange ideas;

we are a knowledge hub, providing training, learning resources and professional support; and we provide funding and technical support to efforts aimed at saving plants.

BGCI also leads a programme of practical work on threatened tree species, including coordinating action for specific taxonomic groups of trees via Global Conservation Consortia and working with partners on the ground to design and deliver projects for threatened tree species.

## Detailed Position Description

BGCI is recruiting a Conservation Assistant Officer to contribute to BGCI's tree conservation programme, through gathering data from our global network on current conservation action for threatened tree species, and supporting the delivery and expansion of BGCI's conservation planning work for threatened tree species.

We are looking for a Conservation Assistant Officer who will:

### 1. Gather information on current conservation actions for threatened tree species to be added to our Conservation Action Tracker

- Reach out to regional botanic garden networks, IUCN/SSC plant specialist groups and other conservation organisations and networks, to request data on current conservation actions for threatened tree species.
- Ensure data is collated from all BGCI-led tree conservation initiatives, including practical projects, Global Conservation Consortia and national tree conservation programmes.
- Process data, cleaning it as needed, and collating it in an Access database.
- Work with the BGCI team to use this data to identify gaps in conservation action and prioritise where conservation efforts are needed.
- Create and deliver presentations to promote use of the Conservation Action Tracker.

### 2. Provide support to BGCI's conservation planning work

- Support the compilation, editing and circulation of species conservation action plans.
- Assisting with the technical details (agenda, workshop materials and publicity), logistics (travel of participants, venue and catering) and facilitation (including notetaking) of in-person conservation planning workshops.
- Support the review of conservation action planning activities undertaken by BGCI to date.
- Support in-country partners post-planning through the development of funding applications, newsletters and the organisation of network meetings both in-person and online.

### 3. Provide support to BGCI's tree conservation team

- Take minutes during tree conservation team meetings.
- Help to review and format internal and external reports produced by the tree conservation team.

## Person Specification

BGCI is seeking to appoint a self-motivated person with a strong interest and knowledge of plant conservation approaches. They will need good social and listening skills. Candidates for this post will have a proven record of data collation, report writing and attention to detail. The post holder will demonstrate an understanding of working with multicultural and multinational institutions and structures.

### Education and/or Experience

#### Essential

- Eligibility to work in the United Kingdom
- A BSc or equivalent qualification in conservation, environment, science or another relevant discipline
- Experience of data collation
- Experience of investigatory research and report writing
- An interest in plant sciences and plant conservation

#### Desirable

- Knowledge of IUCN Red List assessments
- Proven record in delivering tasks on time
- Experience in interacting with international organisations and individuals
- Fundraising experience

### Skills and competencies

#### Essential

- Self-motivated and able to work independently
- Strong verbal and written communication skills in English
- High attention to detail
- Proficiency in the use of databases such as MS Access or Excel
- Ability to work collaboratively with diverse groups and across cultures

- Good social and listening skills

### **Desirable**

- Command of French or Spanish (able to read, write and speak)
- Experience giving presentations to a variety of audiences

## **Application Process**

If you are interested in this role, please send us your CV and a cover letter (two pages maximum), explaining your motivation for the role and providing examples and evidence of how you are suitable for the position.

Please send your CV, cover letter, and Equal Opportunities Monitoring Form to [info@bgci.org](mailto:info@bgci.org)

The Equal Opportunities Monitoring Form can be downloaded from <https://www.bgci.org/wp/wp-content/uploads/2022/06/Equality-Diversity-Monitoring-Form.doc>

Closing date for applications is **25 February 2025**

The interviews will be conducted online/in person **12 - 14 March 2025**

*BGCI is committed to putting equality, diversity and inclusion at the heart of our organisation. We are committed to ensuring a working environment in which all individuals are free from discrimination and in which opportunities are equal to all. We encourage applications from all sections of the community, particularly those underrepresented within our sector.*