INFORMATION FOR APPLICANTS

The National Biodiversity Network Trust

**Background**

The National Biodiversity Network Trust is a charitable organisation with a membership that shares biological data and information under the banner of the National Biodiversity Network, usually referred to as the NBN. The NBN membership includes most of the UK’s national biological recording schemes and societies, many of the UK’s largest wildlife charities and Local Environmental Record Centres, as well as government agencies, research institutions, museums, botanic gardens and members of the public.

The NBN Trust was set up as an independent charity in 2000 to oversee and facilitate the development of the Network. By engaging with our membership, we are able to draw upon a broad range of skills and resources needed to develop the building blocks for an effective NBN.

The NBN provides a digital infrastructure to facilitate the sharing wildlife information in the UK. By providing easy access to the information people need about wildlife, informed decisions can be made to ensure our natural environment is diverse and sustainable now and in the future. The principal objectives of the Trust are:

* to improve and ensure the accuracy and verifiability of collected biodiversity data and to promote its effective collation and interpretation;
* to develop an electronic network connecting all known data holders through the internet, and to promote access, with appropriate safeguards for sensitive and personal data.

To date, over 220 million records have been shared within the NBN, via a the online [*NBN Atlas*.](https://nbnatlas.org/)

**The NBN Trust Secretariat**

The post holder will be part of the NBN Trust Secretariat. The Secretariat is a small but dedicated team who aim to carry out the objectives of the Trust, mostly in collaboration with NBN partner organisations. You can find out more about us in the [Meet the Team](https://nbn.org.uk/about-us/who-we-are/nbn-staff/) section of our website.

**The Role**

We are looking for a Project Manager to fill a new role to take the lead on the NBN Atlas technical development and, in the medium term, to support the Chief Executive on delivering a project to enhance the sustainability of the NBN Trust. The role is to work with the NBN Trust’s technical team and liaise with stakeholders and NBN Atlas users to determine and communicate requirements for development tasks and prioritise the work plan. The right candidate for this role needs to be comfortable working with non-technical and technical specialists and have an understanding of how websites such as the NBN Atlas work.

Working as part of a small team, this is a new and key role reporting directly to the Chief Executive. This post will sit within the NBN Trust’s technical team, which currently consists of one developer and one technical support officer, however, we are also in the process of recruiting a second developer and an admin support officer. Furthermore, the NBN Team is a mixture of office and home based staff, therefore you need to be self-motivated and comfortable working in a dispersed team.

The post holder will be required to attend and chair steering group meetings, working groups and stakeholder events and may be required to attend UK and international meetings and conferences.

**Key Responsibilities**

* Working with stakeholders, data providers and users to elicit, capture, analyse, refine, communicate and document their requirements
* Providing support to the developers in the definition of technical solutions
* Defining Customer Journeys and the producing wireframes and prototypes
* Representing the technical team in communication with stakeholders and users about the project delivery
* Representing the customer (acting as a proxy) in support of the delivery teams throughout the project
* Validating that the functional and non-functional requirements are appropriately implemented within the solution
* Assisting with the estimation of timescales, resources and planning to successfully deliver development tasks
* Be a contributor to the creation of best practices through the identification of reusable project assets

**Essential Experience**

* Successful track record in managing web-based software development projects
* Experience of working with a recognised Agile or Iterative development methodology (e.g. Scrum, XP, DSDM)
* Experience of Agile documentation including Backlogs, Customer Journeys, Use Cases, User Stories, Acceptance Criteria etc
* Experience of analysis of both functional and non-functional requirements
* Experience of the full project lifecycle and a good understanding of project roles and activities (technical and non-technical) required for successful delivery
* Good facilitation and influencing skills with the ability to work with large groups of stakeholders of varying level of seniority from user to board level
* Excellent communication skills and able to communicate with and present to internal teams and external stakeholders with technical and non-technical backgrounds

**Desirable Experience**

* User interface design and wireframing skills
* Experience of a variety of requirements elicitation techniques, (e.g. interviews, questionnaires, user observation, workshops, role playing and prototyping)
* A track record of working on IT development programmes with demonstrable experience of working on a variety of different IT delivery projects.
* Knowledge of biological recording and biodiversity data

In return we can offer you the opportunity to;

* make your mark by developing the NBN Atlas as a world leading database
* improve the way biodiversity data is shared and used in the UK
* be involved in making the NBN trust a resilient and sustainable organisation

COMPLETING THE APPLICATION FORM

Guidance on how to complete the application form is enclosed. Please follow the advice given as it is in your interest to complete the form in the way we require. If you do not do so, you are unlikely to be shortlisted.

DETAILS OF EMPLOYMENT

1. PAY

The salary for the post of Developer will be £30,000 - £40,000 per annum depending on experience. Salaries are paid on the 25th of each month via bank credit transfer.

2. TERMS OF EMPLOYMENT

This post is initially on an 18 month contract with the potential for permanency.

3. WORKING WEEK

The working week for this post is 35 hours per week, exclusive of lunch breaks.

4. WORKING CONDTIONS

We can offer a great deal of flexibility with this role, with the option of being based in our Nottingham city centre office or home based. Additionally, we can offer flexibility in working hours, meaning that 9 to 5 is not essential.

Some travel around the UK for meetings may be required. This may involve long working days, unsociable hours and overnight stays. A driving licence is not essential.

5. LEAVE

Annual leave entitlement is 28 days per year plus bank holidays.

EQUAL OPPORTUNITIES

The NBN Trust is striving to be an equal opportunities employer and selection of applicants is based on merit.

THE SELECTION PROCESS

The interview panel is responsible for the selection process and will consist of the CEO and up to 2 others.

A selection schedule is determined in advance so that recruitment may proceed in a timely manner. The closing date for applications is **12th April** and interviews will be held on **3rd May**.

The interview panel meet shortly after the closing date to study the returned application forms and compile a shortlist of applicants.

The interview panel compares the information provided on the application form to the requirement of the job, as listed in the person specification. The most suitable applicants (those who meet all or most of the requirements) are invited to attend an interview.

**Please note: If you would like us to confirm receipt of your form by email please indicate this on the application**

Unfortunately, we do not have the resources to respond to those candidates who have not been shortlisted and if you have not heard from us within three weeks of the closing date you should assume that your application has not been successful on this occasion.

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THANK YOU FOR YOUR INTEREST IN WORKING FOR THE NATIONAL BIODIVERSITY NETWORK TRUST. WE LOOK FORWARD TO RECEIVING YOUR APPLICATION FORM.