

# Data and Digital Services Manager (BBD+1)

National Biodiversity Network Trust

Job Pack, April 2025



## **Data and Digital Services Manager (BBD+1)**

Salary: £35,000 – 39,000 per annum, depending on experience  
Location: Fully remote, working from home, with some travel.  
Contract: To 31st March 2026  
Hours: 35 hours per week. Flexible working available. We would consider part-time working (minimum 28 hours per week) for the right candidate.  
Closing date: 9am, 28th April 2025  
Interview: Week commencing May 5th (tbc)

**Can you picture yourself shaping the future of biodiversity data infrastructure in Scotland and across the UK? This role offers the opportunity to combine strategic thinking, stakeholder engagement, and technical delivery to build and support a shared data management system for Scotland’s nature. At the NBN Trust, our mission is to make data work for nature – and the Better Biodiversity Data (BBD+1) programme is a bold next step toward transforming how biodiversity data is managed, accessed, and used to inform decisions across sectors. If that excites you, we’d love you to join our team.**

The UK is one of the most nature-depleted countries on Earth and, if we’re to stand any hope of fixing it, we’re going to need data. Lots of data. “What gets measured gets done”, as the saying goes. We need to understand what we’ve lost and what remains. We need to set targets for nature’s recovery. And we need to measure success as nature turns the corner and starts to make a comeback.

That’s where the NBN Trust comes in. We support the entire UK conservation movement by providing public access to the wildlife data that’s needed to make good decisions for nature. We’re a conservation charity, tech charity and people charity rolled into one – a unique combination! Could this be your next career move? It’s an exciting moment to be involved in biodiversity data.

As the Data and Digital Services Manager, you’ll play a vital role in implementing and supporting a brand-new data system designed with and for the Scottish biodiversity data community. You’ll work closely with local environmental records centres (LERCs), recording groups, NGOs, government agencies, and developers to ensure smooth system configuration, data migration, and long-term service delivery. This is a hands-on, highly collaborative role at the heart of an ambitious project to revolutionise biodiversity data management and services.

Funded to March 2026 through NatureScot and the Scottish Government, BBD+1 builds on the recommendations of the Scottish Biodiversity Information Forum (SBIF) Review. The shared system we’re building will enable better coordination, access, and use of biodiversity data - powering research, conservation, planning, and policy. We see this role as essential to the long-term sustainability of that system, and we’re committed to securing ongoing funding to make it a permanent part of our Scottish Programme team.

We’re a 100% remote-working charity, so you’ll need to be comfortable and effective working from home. The whole team meets up four times a year for in-person team meetings (in London and other locations around the UK).

## About the NBN Trust

The NBN Trust was founded 25 years ago by a visionary group of people and organisations who recognised that poor access to wildlife data was severely hampering efforts to protect and restore nature. Wildlife data is collected by hundreds of organisations and tens of thousands of volunteers and professional ecologists across the UK – it's potentially a phenomenal resource. But all too often this data is locked away in lonely spreadsheets and databases, inaccessible to all but a handful of people. What was desperately needed was an organisation focused on breaking biodiversity data out of its silos and helping it live its best life, to be used over and over again to help nature. That's us!

## What we do

We manage the UK's largest partnership for nature – the National Biodiversity Network – which brings together more than 200 organisations with an interest in collecting, sharing and using biodiversity data. They include household names like the Natural History Museum, the National Trust and the Royal Horticultural Society, as well as specialist bodies like the Bat Conservation Trust and the British Dragonfly Society.

Our data portal, the NBN Atlas, is the UK's biodiversity data repository. It's one of the largest publicly accessible wildlife databases in the world. A treasure trove of information about more than 50,000 species from seals to centipedes, it's relied upon by conservationists, researchers and educators across the UK and beyond.

Much of the data we share is created by the UK's remarkable community of volunteer wildlife recorders. We manage iNaturalistUK, one of the fastest growing wildlife identification and recording apps, used by more than 52,000 people.

You can read more about us here:

- [Our team](#)
- [Our 2022-2027 Strategy](#)
- [Our 2023-2024 Impact Report](#)
- [NBN Atlas](#)
- [iNaturalistUK](#)

## About the BBD+1 Project

Funded through the successor project to the Better Biodiversity Data (2023-2025), in partnership with NatureScot and the Scottish Government, BBD+1 is the implementation phase of a new data management system supporting the Scottish Biodiversity Information Forum (SBIF) Review aim to transform how biodiversity data is managed and accessed in Scotland.

- [Scottish Biodiversity Information Forum \(SBIF\) Review](#)
- [BBD project Output Report](#)

The project's goal is to develop and embed a shared data management and digital services system for use by Local Environmental Records Centres (LERCs), recording groups, NGOs, and public bodies. This system will streamline data flows, support better decision-making, and unlock the value of biodiversity data at both regional and national levels. BBD+1 is a collaborative, user-focused initiative that places innovation, sustainability, and service delivery at its core, ensuring that the system meets the needs of Scotland's biodiversity data community.

## **Data and Digital Services Manager (BBD+1)**

The Data and Digital Services Manager will report to the Scotland Programme Manager, and as part of a team supporting the work of Business Analysts and Developers.

Your responsibilities will include:

- Use partner data and Darwin Core data standards to help inform the continued design of a data schema for the data management system.
- Work with both BBD team members and LERCs/RGs/NGOs to develop and execute a plan for the migration of data from partner's existing systems to the new online data management system.
- Facilitate user acceptance and testing with the BBD development team.
- Contribute to the develop a roadmap to facilitate continual improvement of the system and scope the potential for new data services using innovation to address key data flow problems.
- Deliver ongoing system support and evaluate data management support services.
- Support in the transition of partners and stakeholders to the effective utilisation of the new shared data management system and help to establish change in practice.
- Engage funders, partners, and stakeholders in the delivery of the project, including but not limited to:
  - NatureScot and the Scottish Government
  - BBD Project Partners and Steering Group (SG)
  - SBIF Advisory Group (AG)
  - Scottish LERCs and Recording Groups, e.g., The Wildlife Information Centre, Highland Biological Recording Group
  - National recording schemes and societies, e.g., UK Butterfly Monitoring Scheme
  - UK and Scottish NGOs, e.g., RSPB, Scottish Wildlife Trust, BRISC
  - Museums and natural history collections, e.g., National Museums Scotland
  - Universities and research institutes, e.g., James Hutton Institute
  - Potential customers for regional and national data services, e.g., public bodies, utilities, and infrastructure companies
- Work with stakeholders across Scotland to understand existing data flow pathways and understand user requirements of the system for integration with existing data systems and submission pathways.
- Support the Programme Manager in the development of a sustainable funding approach and financing framework amongst partners, stakeholders, and digital service clients.
- Keeping the NBN Trust team up to date with, and involved in, the BBD project as appropriate. Contribute to the success of BBD and Trust-wide initiatives, including events, publications and other activities as needed. Playing an active role in the NBN Trust team, sharing ideas for improvement, and contributing to cross-team initiatives.

## What we're looking for

We're looking for someone with a strong desire to make a difference. This is an exciting role and there's huge potential for learning and innovation. What's most important is that you're someone who loves working collaboratively, that you can move adeptly between high-level strategic matters and the 'nuts and bolts' of delivery, that you're passionate about biodiversity data, and that you're committed to helping others and providing an excellent service.

The table below outlines the kinds of experience and skills that would be useful in the role.

Category	General experience	Specialist experience
Qualifications	Bachelor's Degree in a Biological / Data Sciences field, or equivalent professional experience.	Higher degree (Masters, Doctorate) or Postgraduate experience in Biological or Data Sciences research.
Expertise in Biodiversity Data Infrastructure	Understanding of UK biodiversity data landscape including LERCs, Local Recording Groups, and national schemes.	Experience using data standards (e.g., Darwin Core Archive) and data management tools like Recorder, Marine Recorder, Aderyn, iRecord.
Database and Web Service Management	Experience managing large datasets or repositories.	Design and maintenance of systems, including GDPR-compliant handling of sensitive data.
Digital Systems Implementation & Change Management	Understanding of change management principles.	Proven experience supporting adoption of new systems and leading stakeholder transitions.
Technical and GIS Proficiency	Strong proficiency in spatial data management, including QGIS and ArcGIS for spatial mapping, as well as other experience with R, Python, and SQL for data processing.	Proven experience working with ecological or biological datasets, either through a relevant degree or relevant professional experience.
Analytical and IT Capability	Confident user of core digital tools and platforms.	High-level skills in Microsoft Office 365, particularly Excel, Access, SharePoint, and Teams.
Communication and Interpersonal Skills	Ability to convey complex information clearly.	Skilled in stakeholder engagement and translating technical concepts for non-technical audiences.
Organisation and Initiative	Effective planner with ability to prioritise work.	Detail-oriented and self-motivated; capable of working independently and under pressure.



## Working arrangements and flexibility

This position will be home-based, with travel once a quarter for in-person team meetings and other *ad hoc* meetings with partners or stakeholders. Applicants must reside in the UK and be eligible to work in the UK.

## Salary and pension

The salary for this position is £34,000 to £39,000 per annum, depending on experience, and is funded to March 2026. NBN Trust automatically signs staff up to a pension plan through the People's Pension. The Trust will contribute double the employee's pension contribution up to a maximum Trust contribution of 7% of the gross annual employee salary.

## Holidays

The annual leave year runs from 1 April to 31 March. All staff are entitled to 28 days per annum (pro rata). In addition to this, staff are entitled to all UK bank holidays and 3 days (pro rata) which can be taken between the Christmas and New Year period.

## Hours

35 hours per week. The Trust operates a flexitime system. We would consider part-time working (minimum 28 hours per week) for the right candidate.

## Living our values

We're passionate about the Trust being a great place to work. We believe that we're all at our most productive and creative when we're happy, motivated and growing in our roles. As a team, we're continually listening, learning and reviewing what we can do to support this.

Our values, created by the team, are:

- We have **Integrity** – We are open and honest in our work and acknowledge our mistakes in order to learn and grow.
- We are **Trusting** – We are reliable and believe in each other.
- We are **Collaborative** – We work in a flexible, supportive and approachable manner and work as a unified team.
- We are **Resilient** – We show commitment and challenge ourselves, and we act in a sustainable and ethical manner.
- We are **Respectful** – We are positive, kind, and fair in our actions.
- We are **Customer focused** – We use our individual and group expertise to ensure a quality service for our customers, stakeholders and beneficiaries.

We want to make a career in nature conservation accessible to everyone. We welcome all applicants, and we're striving to create an inclusive team.

We're proud to have signed Wildlife and Countryside Link's [Diversity and Anti-Racism Statement](#) and to be working with partners from across the environmental sector to advance equality, diversity and inclusion, including through the [Route Map towards Greater Ethnic Diversity](#).

We're really into health and wellbeing, and we're conscious that it's harder to look out for each other when working remotely. Currently one-third of our team members are trained in Mental Health First Aid, and we subscribe to a 24/7 Employee Assistance Programme, so there's always someone for you to talk to if you're needing support.

## To apply

Please send your CV along with a cover letter (no more than 2 sides of A4) to [hr@nbn.org.uk](mailto:hr@nbn.org.uk) Your covering letter should include the following:

- Why does this role interest you?
- What key aspects of your experience equip you for this role?

If possible, please also complete and return the EDI Questionnaire form which can be found on our website. This is not mandatory but will ensure we can gather information across a range of questions such as ethnicity, religion, working background, etc. to monitor the diversity of applicants.

The closing date for applications is **9am on Monday 28 April** and interviews are expected to take place in the week commencing 5 May. Successful candidates will be contacted by **5pm on 30 April** to confirm the details of their interview and any associated tasks. Interviews will take place virtually, via Microsoft Teams, and interview questions will be shared with candidates in advance.

If you would like to speak to someone about the role before you apply, please email [hr@nbn.org.uk](mailto:hr@nbn.org.uk) to request a call.

***Thank you for your interest in the NBN Trust. We hope you'll apply.***

