

British Dragonfly Society

BDS Events Officer

Hours: Part-time (22.5 hours a week worked flexibly). Fixed Term contract for 8 months (ideally March-October) to provide maternity cover. With weekend events and time off in lieu.

Salary: £26,088 pro rata

Location: The post will be home-based with regular travel

To deliver BDS programme of events, from educational days at our Hotspot, and other, partner sites, to representing BDS at large public events and festivals.

An exciting opportunity to join a small charity doing big things for dragonflies! You will play a vital role in inspiring and empowering people to take action for dragonflies and the wetlands they need to survive. Bringing creativity and a flare for engagement you will deliver our 2025 events programme. You will engage with audiences of all ages and backgrounds, encouraging people to look for and record dragonflies, create habitat and ponds in their own garden and support our work by becoming a member.

Essential requirements:

- A confident communicator with great interpersonal skills, and an ability to adapt communication styles to suit a range of audiences
- Experience of organising and delivering events
- Strong team working skills with the ability to take a leadership role
- Volunteer management and/or working with volunteers
- Computer literacy/familiarity with Office-type software
- Good time management and ability to work efficiently under own supervision
- Experience of evaluating events, projects or activities
- A keen interest in conservation and issues related to wetland habitats
- Valid driving licence, prepared to use own car (standard mileage rate applies)
- Confidence, flexibility, initiative and ability to make decisions taking account of differing views from partners/volunteers

Desirable:

- Degree in Environmental Sciences or a conservation related subject
- Knowledge of and interest in dragonflies
- Previous experience in a conservation related role
- Experience of using social media for engagement and event promotion

- Experience in writing articles and/or press releases
- Experience in partnership/collaborative work

Closing date: midnight 16th February

For more information and to apply <https://www.countryside-jobs.com/job/feb25/bds-events-officer-british-dragonfly-society-1401-3>