



**Butterfly
Conservation**

Saving butterflies, moths and our environment

Candidate Information

Honorary Treasurer (voluntary role)



Garden Tiger moth, Mark Parsons

CLOSING DATE FOR APPLICATIONS: NOON ON 17 MAY 2017

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Background information

BC currently employs over 70 staff, around half of whom are based at its Head Office in Lulworth in Dorset. Others are located in offices in Scotland, Wales, Northern Ireland and around England. A few work from home. BC benefits from having a very active volunteer force, organised through a network of 31 branches across the UK, each covering one or more counties. There is also a European Interest Group, which participates in survey projects on the continent. These volunteers deliver an equivalent of over £10 million of effort each year.

Since its inception, one of BC's major activities has been the recording and monitoring of butterfly and moth populations. Following a major push in the early 1990s, this grew dramatically, and now harnesses the efforts of many thousands of recorders. The charity runs some of the largest insect recording schemes in the world: the Butterflies for the New Millennium Scheme with over 10 million records, and the UK Butterfly Monitoring Scheme which monitors populations at over 1,300 sites across the UK in association with the Centre for Ecology and Hydrology. In 2007, the Moths Count Project was launched with a major grant from the Heritage Lottery Fund. The main aim was to collate moth records into the National Moth Recording Scheme. This has been highly successful and the scheme has gathered over 30 million moth records.

These datasets of butterfly and moth records provide an important evidence base on the state of butterflies and moths in the UK, as well as identifying priorities for conservation. The data are also widely used for research, and BC has developed strong partnerships with several universities to use the data to investigate pressing environmental topics such as habitat fragmentation, the impacts of climate change, and insecticide use.

BC also runs the Big Butterfly Count, one of the largest surveys of its kind anywhere in the world. The charity benefits from having Sir David Attenborough as its President since 1999 and he has been a strong advocate of the count as a way of engaging a large cross section of the public. Since its start in 2010, almost half a million people have visited the count website and 158,000 people have taken part. They have counted a total of over 2.7 million butterflies, providing valuable data not just on the fate of our butterflies but also on the general health of our environment.

BC's conservation work focusses on saving threatened species from extinction, concentrating on over 130 species classified as priorities in UK legislation. The charity also provides advice on managing a wide range of habitats for all butterfly and moth species, including farmland and urban habitats. A central part of BC's conservation strategy is to conserve species at a landscape scale

in order to ensure their long term survival. This involves working with multiple landowners and partners across whole networks of sites where species occur. These projects have been highly successful in restoring several threatened species after decades of decline. The results were published in a landmark report available on the BC website: Landscape scale conservation of butterflies and moths: Lessons from the UK.

To underpin this work, BC has expanded its member and supporter base to raise core income. In addition to its 30,000 members, BC reaches over 100,000 supporters via a monthly e-newsletter. A substantial part of BC's income has come in the form of government grants and contracts but as with other charities, this source of income has diminished in recent years. The charity has therefore worked hard to diversify its income streams from both internal and external sources. It also has a strong media presence, including a large and rapidly growing following on social media. These are important mechanisms to expand our influence, grow our capacity and harness new supporters.

The Future

The work of BC has never been more important. Wildlife is in steep decline across the UK and over three-quarters of butterflies and around two-thirds of moths are in decline. Many of these species are threatened with extinction. There are numerous new threats facing these species, such as the impact of climate change and rising development pressure. As butterflies and moths are sensitive indicators of environmental change and crucial parts of our ecosystem, work aimed at their conservation helps to maintain a healthy environment for humans as well as other wildlife.

To tackle the problems facing butterflies, moths and our environment, BC formulated a 2025 strategy following on from progress and achievements of the 2020 vision. The strategy recognises the need to maintain and expand its expert staff as well as its Branches and volunteers who are crucial to achieving success on the ground. The four core aims of BC are:

- Recover threatened butterflies and moths
- Increase numbers of widespread species
- Inspire people to understand and deliver species conservation
- Promote international conservation actions

In order to be more effective, BC is increasingly working in partnership with other NGOs. Starting in 2013, it has formed a partnership with six other species-focussed NGOs whose charitable objectives align very closely together. This partnership is now engaged in a series of major projects and has just been awarded £4.6million from the Heritage Lottery Fund towards preventing the extinction of threatened species in England.

The Role

Job Title: Honorary Treasurer

Salary: Voluntary role. Reimbursement of expenses incurred on BC business will be made

Job Purpose:

In addition to the statutory duties of a Trustee the role of the Treasurer is to maintain an overview of Butterfly Conservation's affairs, ensuring its financial viability and ensuring that proper financial records and procedures are maintained.

Responsibilities:

- Liaising closely with the Financial Director and paid staff and volunteers about financial matters
- Ensuring that financial reports are prepared and presented to the Trustees on a regular basis, including projected cash-flow
- Ensuring that appropriate accounting procedures and controls are in place
- Keeping the Trustees aware of their financial duties and responsibilities
- Ensuring that Butterfly Conservation's accounts are prepared in a suitable format as prescribed by regulatory bodies and submitted where necessary within the specified time frames
- Ensuring that the accounts and financial systems are audited as required by law; liaising with Butterfly Conservation's auditors and ensuring any recommendations are implemented
- Having a comprehensive overview of budgets, accounts and financial statements
- Being assured that the financial resources of Butterfly Conservation meet its present and future needs
- Ensuring that Butterfly Conservation has an appropriate financial reserves policy
- Advising on the financial implications of Butterfly Conservation's strategic plan
- Ensuring that Butterfly Conservation has an appropriate investment policy
- Monitoring Butterfly Conservation's investment activity and ensuring its consistency with policies and legal responsibilities
- Making a formal presentation of the accounts at the Annual General Meeting and drawing attention to important points in a coherent and easily understandable way

Person Profile

Technical/Specialist Skills

The Treasurer should possess the following qualities in addition to those needed by all Trustees.

Treasurer:

- Financial experience and business planning skills
- The skill to create and interpret Management Accounts
- The skills to analyse proposals and examine their financial consequences
- A willingness to be available to give financial advice and answer enquiries from staff or volunteers on an ad hoc basis

All Trustees:

- Integrity
- Commitment to Butterfly Conservation and its objectives
- Commitment to lepidoptera
- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- Willingness to devote the necessary time and effort to their duties as a Trustee
- Strategic vision
- Good, independent judgement
- Ability to think creatively
- Willingness to speak their mind
- Ability to work effectively as a member of a team
- Willingness to support BC staff and volunteers locally and nationally

Terms and Conditions

The terms and conditions outlined below are for guidance purposes only and shall not constitute a contractual offer. Detailed terms and conditions of employment will be set out in an offer to the successful candidate.

Location and Meetings

The majority of contact with Head Office will be via telephone or email.

The Treasurer is required to attend meetings held approximately four times a year at Head Office in Dorset and twice a year in London.

The Treasurer is required to attend all Council meetings held three times a year, with two meetings in London (July and November) and a two day Strategic Weekend in March held in Dorset.

The Treasurer is required to attend our Annual General Meeting held in November. Each year the location changes to reach members from all parts of the country.

Start Date

Date to be agreed

How to Apply and the Appointment Process

Applications

To be considered for this role please email your CV and a covering letter to HR@butterfly-conservation.org.

We will correspond with you by email and phone. Please ensure that you provide us with an email address and phone numbers that you are happy for us to use for this purpose. Please provide a mobile phone contact if possible.

If you require any further information regarding this position, please email cdavidson@butterfly-conservation.org.

Closing Date

Please note that the closing date for applications will be **Noon on Wednesday 17 May 2017**.

Selection Process

A shortlist of candidates will be invited to attend for interview during **week commencing Monday 12 June 2017** at BC's Head Office, Dorset.

Travel Expenses

Reasonable travel expenses will be reimbursed to candidates required to attend for interview. Rail travel should be standard class, and mileage claims will be reimbursed at 30 pence per mile.

Before incurring any significant expenses (e.g. international travel or long journeys) please contact cdavidson@butterfly-conservation.org.

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