

23<sup>rd</sup> February 2010

Our Ref: HR/1 GIS

Dear Enquirer,

**GIS Survey Officer**

Thank you for your enquiry concerning the above post. Please find enclosed an Information Pack with further details about the Trust and the job as well as an Application Form and Equal Opportunities Monitoring Form. You can find out more about the Trust at our website [www.warwickshire-wildlife-trust.org.uk](http://www.warwickshire-wildlife-trust.org.uk)

The post will work as part of the Habitat Biodiversity Audit (HBA) team for Warwickshire, Coventry and Solihull. The project is funded and supported by a partnership including eight local authorities, Natural England and the Environment Agency, with the Trust acting as project managers. The project has been recognised as good practice by European Commission.

The work will include (i) inputting data and carrying out data management; (ii) recruiting and training volunteers and trainees to assist with GIS and survey work; (iii) technical support for the HBA project (iv) Phase 1 site surveys and ground truthing. There will be a need for undertaking Phase 1 habitat survey work during the survey season.

It is a full time post, 35 hours per week. If individuals are interested in undertaking the role as part time, or splitting the role, please identify this in your application, which will be considered alongside applications for full time.

The post is based at Warwick, in an office at Warwickshire County Council Museum Field Services. The closing date for receipt of completed application forms is **10 am, Monday March 15th 2010**, with interviews being held on either **22<sup>nd</sup> and/or 30<sup>th</sup> March**. Please ensure that you are available on these dates if you wish to be considered for interview. If you have not heard from us by then please assume that your application was unsuccessful. However, I would like to thank you in advance for your interest in the post and for taking the time to apply.

I look forward to receiving your completed Application and Equal Opportunity Monitoring Form.

Yours sincerely,

Gina Rowe  
Director of Conservation