

Ecology Field Administrator

Fixed Term (£21,500)

MacArthur Green is a leading, carbon negative environmental consultancy. We specialise in ecology, hydrology, ornithology and peat consultancy services. Our friendly and specialist team deliver high value work to clients including the Crown Estate, the Scottish Government, NatureScot, Natural England and the UK Government. We also work for some of the most successful wind farm developers in the United Kingdom, and indeed internationally, such as EDF, Vattenfall, Baywa, SSE Renewables, RES UK & Ireland, with numerous onshore as well as offshore renewables projects.

We require an enthusiastic and talented individual to join the team. A degree is not required, but this role may appeal to an ecology, zoology, hydrology or forestry graduate. A driving license and basic vehicle/mechanical knowledge is essential.

You will have a passion for the outdoors, wildlife, Scotland, and a genuine interest in the work that we do. Whilst this role will primarily be desk based, it is not exclusively so; this isn't an ordinary desk job! In addition to working in the office, you will be out and about doing field work from time to time, regular vehicle checks on our 4x4 vehicles, preparing field equipment, keeping the office tidy, going to the Post Office and feeding the worms (yes, we have a wormery!).

Over the course of this contract, you will assist our peat survey team which will involve you being out of the office for five days at a time (with four nights away from home). Peat probing requires a high level of physical fitness - walking over peat hags and with the inevitable disappearance of the welly boot into the bog! You will also be walking through deep forestry sections to navigate safely through the site. Full training including health and safety awareness will be provided.

You will also support our hydrology team carrying out water quality monitoring work - training will be provided. This involves driving and walking to remote locations to take water samples.

Job Description

This post will include the following responsibilities:

- Providing support to MacArthur Green field survey team, including kit preparation (setting up Anabats, preparing peat probes – training will be provided).
- Assisting with ecology survey work (peat surveys, anabat collection & WQM).
- Overseeing vehicle safety & maintenance; driving vehicles to garage when required.
- Carrying out vehicle checks (must be prepared to get hands dirty! Muddy 4x4 vehicles)
- Assisting with ecology survey work as described above.
- Going to the Post Office and arranging couriers. Scanning and filing.
- Maintaining a clean, tidy office, equipment store and kitchen (some of these jobs may include small DIY tasks).
- Feeding the worms! (We have a wormery for our office food waste).

- Answering the telephone and greeting guests.
- Other tasks as required, such as watering plants, taking meter readings, fire alarm testing, ordering office equipment and supplies.

The successful candidate will meet the following criteria:

- Strong interpersonal skills, and a flexible and proactive approach to work.
- IT skills including, Word and Excel.
- Must be able to use initiative to get things done
- Organised and good at problem solving
- Professional telephone manner
- UK driving licence and basic vehicle/mechanical knowledge.
- Willingness to travel and work away from home.
- A passion for the outdoors.

We are **happy to talk flexible working** to discuss how this role could fit with other commitments. Please get in touch if you would like to talk about this before applying. Due to the nature of the role, you must be based in our Glasgow office.

The salary is £21,500 per annum. 3% pension contribution payable. 30 days holiday allowance (pro rata). Fixed term contract until 31st August 2023, with possibility of extension.

How to apply

Send a CV and covering letter to recruitment@macarthurgreen.com. Your covering letter must tell us why you are passionate about the environment or why you want to work for an environmental consultancy, as well as how your skills and experience fit this role. Applications with no covering letter will not be considered.

Applications must be submitted by **12:00 on Monday 21st November 2022**.

MacArthur Green is an equal opportunities employer. We have a riverside office with front row seats looking on to the River Kelvin. If you have any questions about access or how your requirements may be met whilst working at MacArthur Green, perhaps adaptations or equipment, please get in touch with Kirsty MacArthur for a quick chat to put your mind at ease. We can also show you a virtual tour of the office and access facilities for when we get back to working from the office.

NO RECRUITMENT CONSULTANTS PLEASE.

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www.macarthurgreen.com