

Ecology Field Administrator & Surveyor Glasgow (office & field based)



MacArthur Green is an independent and award-winning environmental consultancy, seeking an **Ecology Field Administrator** to join our team in our office in the west end of Glasgow. We specialise in providing ecology and ornithology consultancy services to large-scale renewables, natural capital, and grid network projects.

Whilst this role is primarily desk based, it is not exclusively so; this is not an ordinary desk job! In addition to working in the office, you will be out and about doing survey work from time to time, regular vehicle checks on our EVs and 4x4 vehicles, and preparing equipment. A full driving licence, valid in the UK (please do not apply if your licence is for automatic driving only) and basic vehicle maintenance knowledge is essential.

At MacArthur Green, our mission is to make a positive impact on the environment through our three core business objectives: supporting projects with important environmental benefits, contributing to research projects, and operating as a biodiversity positive, carbon conscious business. You will play a crucial role in achieving these objectives, working in a friendly and supportive team. We value diversity and inclusivity, and want to grow our team with a range of perspectives and strengths. We are small enough to work collaboratively and hear everyone's ideas, and we're big enough to work on meaningful projects, with some of the best clients in the environmental sector.

Responsibilities

There are two aspects to this role, an office-based element and a survey-based element, offering plenty of variety and opportunities to learn. These are split it up as follows:

(1) Administrative support for the field team (office based);

- Preparing kit for survey work
- Ensure vehicles are maintained and ready for survey work, including monthly vehicle checks & taking vehicles to the garage)
- Printing maps for the survey team and sending documents for electronic signature
- Carrying out H&S checks (working with H&S Manager)
- Preparing RAMS (with support of Project Managers)
- Data entry (mileage records, project-related invoices)
- PPE & kit checks, ordering new equipment, and maintaining PPE records/inventory
- Ensure that items purchased are sustainable/recycled or purchased locally where possible
- Going to nearby shops to buy supplies, going to the Post Office, arranging couriers.
- Answering the telephone and greeting guests

- Maintaining a clean, tidy office, equipment store and kitchen
- Monitoring stock of office and kitchen supplies
- Other business administration tasks as required

(2) Field survey work

- Water quality monitoring and dipwell surveys
- Bat surveys, including Anabat pick up and deployment
- Peat depth assessment and peat coring surveys
- Protected species surveys

Please note, the distribution of field and office-based work varies week to week and can involve being out in the field (and away from home) all week or being based in the office all week. More often than not it is a mix of two days field to three days office. It's important for the successful candidate to be happy to travel to our office, before setting out to do field work, as our vehicles are based at our office. Lengthy commutes can be difficult in the busy summer season. For example, you may have a two-hour drive from the office to get to site, plus the return journey in addition to your commute. Please think carefully about whether this is manageable before applying. If you like variety, this could be for you!

Qualifications & Experience

The ideal candidate will have a passion for the environment, wildlife, Scotland, and a genuine interest in the work that we do.

- Educated to degree level in an environmental subject.
- Organised and good at problem solving. Able to use initiative to get things done.
- Excellent attention to detail for accurate data entry.
- Professional telephone manner.
- Strong IT skills including Outlook, Word and Excel.
- Full UK driving licence and basic vehicle maintenance knowledge (essential).
- Willingness to travel and work away from home and a passion for the outdoors.

Location

Our glass fronted office looks out onto the banks of the River Kelvin where our team enjoy seeing kingfisher and salmon, and very occasionally otters. We have fresh fruit delivered every week, and a constant supply of seriously good, well sourced, organic coffee and tea!

We are happy to discuss how this role could fit with other commitments. Due to the nature of the role, you must be based in our Glasgow office and this role is not suitable for hybrid or home working, although it may be possible to accommodate the occasional day of home working if required. We understand that everyone is different and that there is no one-fits-all team member or 'normal' working week. Talk to us about what you need, and we can work with you to try and get it right for the team and the clients.

We are registered as a Disability Confident employer. Please see our website recruitment page or get in touch to find out more about this. We offer a guaranteed interview to any appropriately qualified disabled applicant and will endeavour to make any reasonable adjustments necessary should that candidate be successful.

Benefits

Employment Type:	Temporary (5 months), with the possibility of extending to permanent
Start date:	as soon as possible
Salary:	Starting salary £24,500
Holidays:	32 days
Pension contribution:	3% (based on you contributing the legal minimum of 5%)
Benefits:	Life insurance; Income Protection and Critical Illness after one year of service. Option to take additional unpaid time off (subject to client commitments). Enhanced maternity, paternity and adoption leave pay.

We devote time and resource to supporting and developing our team. We offer solid training and career development opportunities, monthly walk and talk catch ups with your line manager, and annual appraisals. Depending on your passion to progress and the time you have available, we will work with you to develop your specialism and valuable sector knowledge.

