



Ayrshire Rivers Trust



European Union  
European Regional  
Development Fund  
Investing in your future



### JOB SPECIFICATION

<b>POST OF: SEASONAL INVASIVE WEEDS OFFICER</b>		
<b>ATTRIBUTES</b>	<b>ESSENTIAL</b> The minimum acceptable levels required of each candidate.	<b>DESIRABLE</b> The attributes of the ideal candidate
<b>EDUCATION</b>	Certification of Highers or equivalent including English and Maths.	A HNC/HND in a relevant biological or environmental discipline.
<b>RELEVANT EXPERIENCE</b>	Record of successful project management and working with volunteers.	Public relations awareness
<b>SPECIAL KNOWLEDGE/SKILLS AND MANAGEMENT COMPETENCIES</b>	<p>Ability to work on own initiative and also as part of a team</p> <p>Friendly, out-going and confident whilst speaking to members of the public</p> <p>A good standard of verbal and written communication skills</p> <p>Good administration skills, with the ability to keep up to date records and write reports</p> <p>Full clean driving licence</p>	<p>Competent with Microsoft Package (Word, Excel, PowerPoint, Outlook and Publisher)</p> <p>Knowledge of Invasive non-native species</p>
<b>PERSONAL QUALITIES</b>	<p>Organised with the ability to prioritise time and resources, and work to agreed targets and deadlines</p> <p>Good interpersonal skills</p> <p>Ability to relate well to people of all ages and to a variety of stakeholder groups.</p> <p>Must be able to work in the evenings and occasional weekends.</p>	