

Application Pack

Post: Manager



Overview

Cofnod are a 'not for profit' company, providing a leading service collating and sharing wildlife data in North Wales. Accredited by ALERC (www.alerc.org.uk), we are part of Local Environmental Records Centres Wales (www.lercwales.org.uk). We are looking for someone with great business and staff management skills, to lead our team of committed wildlife data professionals. This job gives a unique opportunity to use your passion for wildlife and proven management skills, to increase opportunities for our information to influence wildlife policy and feed into better decisions for nature. The right candidate will need to demonstrate their ability to work in our field and bring relevant experience to the role, building on 20 successful years of service, extending the reach of the data and helping direct our challenges, especially with new technologies and data. Cofnod is a dynamic and friendly place to work, with a committed workforce aiming to make a difference. We offer a generous package of hybrid flexible working, annual leave and salary.

Employment Terms

Contract: A permanent post, commencing from **1st March 2026**.

Hours: Part time, **28 hours** per week. Flexible working, with an agreed amount of time in our office.

Salary: Pay is linked to Local Government Pay Scales. Starting salary will be **£33,416** based on 28 hours per week.

Pension: Our pension scheme has a **7.5%** employers contribution.

Leave: Will be calculated pro rata, including statutory leave, the period between Christmas and New Year and **26 days** annual leave, rising to 29 days within 3 years.

Location: Bangor, LL57 4FG. Some remote working would be considered. Some work-related travel will be required.

See the **Job Description** and **Person Specification** for further details.

Applications

- Applications will **only** be accepted through the [online application form](#), which requires **contact details, references** and answers to **4 scenario** questions.
- In addition to the application form, you must send a covering email and your **CV** to jobs@cofnod.org.uk
- The closing date for applications is **midnight** on **30th November 2025**.
- Interviews will be held on **12th December 2025**.

If you wish to know more about this post, please email jobs@cofnod.org.uk

Scenarios

The answer to **4 scenarios** will be required through the [application form](#). A maximum of **500 words** per scenario.

Scenario 1: Tell us about a time when your management of a disagreement at work resolved the situation.

Scenario 2: Demonstrate the methods you've used to manage a work related budget, giving any examples to ensure the budget remains balanced.

Scenario 3: Explain how you've worked with external partners, ensuring your voice is heard without disrupting the partnership.

Scenario 4: You were recently approached by someone wishing to share wildlife data. What sort of things might you need to consider before accepting the data?

Job Description

Cofnod is the North Wales Environmental Information Service, providing a hub for wildlife data across North Wales. Together with three other Local Environmental Records Centres (LERCs), it forms part of an information network across Wales; the first national network in the UK.

Cofnod is a 'Not for Profit' company, funded through a variety of public and private sector sources. Its remit is to gather a range of environmental information, with an emphasis on wildlife data, making these available to a wide variety of public, private and voluntary users. To achieve this, it makes use of a suite of in-house information systems maintained by a small team of dedicated staff.

1. DETAILS

Job title:	Manager
Location:	Based at our office in Bangor (an element of remote working is possible by arrangement)
Hours:	28 hours per week
Responsible to:	Cofnod Board of Directors
Responsible for:	- Data Team Leader - Information Systems Manager - Recording Specialist - Contractors

2. PURPOSE

To co-ordinate the running and development of Cofnod in furtherance of its strategic priorities; to manage, operate and promote its services; and to continue to develop existing and new relationships with core data suppliers, users and other LERCs.

3. RESPONSIBILITIES

The post-holder will:

- a) ensure that Cofnod meets its legal and reporting obligations
- b) operate and develop Cofnod's core business structures and functions, including financial management, budgeting, work planning and system monitoring
- c) liaise with the Board of Directors, including organising and contributing to regular meetings, providing cross-activity reporting and input to strategic direction
- d) ensure appropriate policies, procedures and systems are in place and that these are maintained, developed and followed
- e) lead, manage and support staff to work effectively and achieve personal development; take responsibility for morale, health and safety
- f) maintain and develop effective working relationships with:
 - data suppliers, ensuring that the business requirements for data are prioritised
 - funders, ensuring that the services they receive are fully to their requirement
 - existing and new data users, identifying and providing services and products
 - individuals and organisations who prefer to communicate in Welsh

- g) oversee the development of Cofnod's systems for storage, maintenance and reporting of data
- h) work with the network of Welsh LERCs, representing Cofnod and contributing to guidance, management and development
- i) work with national bodies, such as the National Biodiversity Network (NBN) and the Association of Local Environmental Records Centres (ALERC) to help achieve Cofnod's aims
- j) maintain an up-to-date knowledge and understanding of policy and information management systems relevant to biodiversity; monitor and develop Cofnod's industry-related certification in line with best practice

In addition to managerial activities and within delegated authority, the post will sometimes involve the acceptance and undertaking of technical project work.

4. ACTIVITIES

These will include:

- a) work planning and financial management, including budgeting
- b) managing the work of other staff and contractors
- c) establishing relationships and liaising regularly with a wide range of contacts including:
 - Cofnod's Board of Directors
 - local authorities, statutory and voluntary conservation organisations
 - existing and potential funders, sponsors, data suppliers and customers
 - volunteers and voluntary wildlife recording groups
 - the NBN and other LERCs throughout the UK
- d) securing on-going finances
- e) reviewing and further planning the range of services and products available to data users, in conjunction with an external contracts manager
- f) arranging and running relevant meetings, sometimes addressing large audiences; travelling within North Wales and occasionally within the UK

Person Specification

This section details the experience, skills, knowledge and personal qualities required for the post.

	Required	Desirable
EXPERIENCE		
Managing and developing a similar project	✓	
Reporting to and working closely with a management group	✓	
Managing a team in a related field	✓	
Managing budgets and working with funding partners	✓	
Working with local authorities or with public & voluntary sector nature conservation organisations		✓
Working with volunteer wildlife recorders and recording groups		✓
KNOWLEDGE		
Degree or equivalent qualification.	✓	
Project management and/or small business management	✓	
Natural history and wildlife recording	✓	
Information management, including relevant IT systems	✓	
Statutory & voluntary sector approach to UK wildlife conservation		✓
SKILLS		
Communication and presentation skills, including public speaking	✓	
Time management	✓	
Staff management	✓	
Financial management	✓	
Strategic planning		✓
IT – word processing, spreadsheets and communication tools	✓	
Consensus building and networking	✓	
Ability to communicate in Welsh (learning will be supported)		✓
Driving licence	✓	
PERSONAL QUALITIES		
Professional, business-like approach	✓	
Enthusiasm and motivation	✓	
Leadership	✓	
Adaptability	✓	
Willingness to assume responsibility and to take decisions	✓	
Articulate communicator	✓	
Commitment to biological recording and wildlife conservation	✓	