

# **Black Foxes UK - Biological Records Coordinator**

**Job Title:** Biological Records Coordinator

**Location:** Remote

**Commitment:** 3 hours per week (Minimum 3 months)

## **Role Overview:**

As a Biological Records Coordinator, you will be responsible for collecting, managing, and digitising data related to silver fox populations. You will ensure accurate data entry into biological recording systems and collaborate with other teams to promote the importance of biological records within the organisation. Your role will also involve developing recording protocols and managing data requests from stakeholders.

## **Key Responsibilities:**

- Collect and digitise data on silver fox populations, ensuring accuracy and consistency.
- Enter and maintain biological data in systems such as iRecord and NBN Atlas.
- Develop and maintain protocols for biological recording to ensure best practices are followed.
- Manage data requests from various stakeholders, ensuring timely and accurate delivery.
- Collaborate with internal teams, including Policy, Media, and Social Media, to raise awareness and promote the importance of biological recording.
- Provide support in monitoring and maintaining data quality and integrity.

## **Required Skills and Qualifications:**

- Experience with biological data management systems such as iRecord or the NBN Atlas is advantageous.
- Strong attention to detail and commitment to data accuracy.
- Knowledge of Geographic Information Systems (GIS) is a plus but not essential.
- Ability to work independently and manage your own workload, while also contributing effectively as part of a team.
- Proficiency in working remotely with access to a reliable device and internet.

## **Eligibility:**

- Applicants must be 18 years of age or older.
- Previous experience with biological data or wildlife recording is preferred but not required.