



GiGL

Greenspace Information for Greater London CIC
the capital's environmental records centre

Job Title: Nature Recovery Data Assistant

About GiGL

Greenspace Information for Greater London CIC (GiGL) is the capital's environmental records centre - we collate, manage and make available detailed information on London's wildlife, parks, nature reserves, gardens and other open spaces.

GiGL is a social enterprise with a small, committed team supported by a Board of Directors and an Advisory Panel drawing on the expertise in London to carry out our vision that London's natural environment is appreciated, understood, considered and improved.

GiGL strives to be a positive employer supporting our staff through flexible and hybrid working, training and development. We recognise the importance of our staff and looking after their health and wellbeing. Our values and expected behaviours reflect the culture which we seek to maintain to ensure productive, effective and happy workplaces and staff.

The GiGL team are enthusiastic, friendly and committed to making a difference. We offer a great benefits package, including generous annual leave, flexible working, excellent learning and development opportunities, salary sacrifice schemes, wellbeing support and much more!

About the GLA

The Greater London Authority (GLA) is a democratically elected strategic authority, comprising two distinct parts: the Mayor and Assembly. The Mayor is elected directly by Londoners, while the Assembly consists of 25 elected members (14 representing constituencies and the rest elected from party lists according to total London-wide vote).

The Mayor has an executive role, setting an overall vision for London and defining clear strategies on a range of issues (including air quality, spatial development, culture and tourism, economic development, transport and waste), while the Assembly members act as scrutineers.

The Mayor sets an annual budget for the GLA and for the GLA Group, which includes Transport for London, The Metropolitan Police and the London Fire Brigade.

This role is funded through the GLA's Green Infrastructure team, part of the Environment Team within the Good Growth Directorate. The post holder's work will contribute to the Green Infrastructures team's objectives, in making London's public realm greener, improving access to, and enhancing green spaces, increasing the capital's resilience to the impacts of climate change and safeguarding and enhancing biodiversity.

About the role

As GiGL's new Nature Recovery Data Assistant you'll be working to improve the availability of good quality data within London, specifically for use with the London Local Nature Recovery Strategy and the GLA's Rewild Programme. Training will be available as part of the role.

You will use your data entry and data management skills to input to, and edit, species and





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habitat information held in GiGL's databases and datasets ensuring it is accessible for informing evidence-based decision making.

You will work closely with your GiGL colleagues to coordinate your work and to ensure procedures are followed and high quality standards are maintained. You will also be required to maintain a clear record of all data updates and to maintain all internal and external instructions and guidance documentation relating to the role and datasets.

Working with the Nature Recovery Data Officer, the Assistant will provide data support to those delivering the Rewild and LNRS programmes, including for a large-scale rewilding site feasibility study. In addition you will also provide data support to the work of London Priority Species and Invasive Non-Native Species advisory groups.

You will prioritise and manage your own tasks and workload, in agreement with GiGL Managers, to balance the demands of the role, stakeholders and GiGL team on your time.

Responsible to	Partnership Manager
Located at	The role is London-focused and we offer a hybrid working approach with up to 2.5 days in the office in central London, and the remainder working from home. We will consider applications from those wishing to predominantly work from home.
Salary scale	GiGL Assistant grade: £21,000
Hours of work	35 hours per week
Holidays	25 days per annum plus statutory holidays
Tenure	12 months
Probationary period	6 months

Job Description

Main responsibilities:

- Provide data support to the Rewild Programme, including the Action Group, Citizen Science and Engagement strands, as well as for Project beneficiaries of the Rewild fund.
- Contribute to maintaining and enhancing GiGL's core datasets to high quality standards, through undertaking data entry work for the species and habitat datasets as required, in collaboration with other members of the GiGL team.
- Help maintain an overview of outstanding input data on the GiGL system and prioritise uploads accordingly.
- Ensure databases and folders are kept updated throughout the process
- Work to implement FAIR data standards at all times.
- Work with the GiGL Managers and the Nature Recovery Data Officer, to facilitate good data flow of records between GiGL and Rewild and LNRS Action groups stakeholders.





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- Communicate with data providers when necessary to clarify data content and resolve issues.
- Be an advocate for London's biodiversity data needs and improved representation and sharing of data in London.
- Assist in maintaining accurate records and reporting on internal and external data and service use.

Other responsibilities:

- Work with the GiGL team to carry out the work of a local environmental records centre and the delivery of GiGL's strategic plan, with a focus on GiGL's data curation services.
- Provide assistance on relevant internal and external projects, as required, e.g. London Day of Nature and funded projects with external partners.
- Participate in developing and implementing continual improvement of key business areas.
- Actively participate in team meetings and activities, ensuring effective internal communication, sharing of learning and the support of team members.
- Undertake admin duties along with other members of the GiGL team.
- Participate in continuing professional development, e.g. by attending ALERC and NBN conferences and seeking other opportunities to learn and develop.
- Promote the work and image of GiGL at all times, providing an efficient and courteous service.
- Undertake other duties consistent with the job role or, from time to time, assigned by GiGL Managers or Chief Executive.

GiGL retains the right to amend the job description in consultation with the post holder to reflect changes to the role.

Health and Safety

All staff are legally responsible for ensuring Health and Safety considerations are taken into account in all working situations. Staff are encouraged to make reports or suggestions to the Health and Safety Officer on any matters of concern.

Equal Opportunities

To work at all times within GiGL's Equal Opportunities Policy and to promote equal opportunities wherever possible.





Person Specification

The following experience, skills and aptitudes are those that we are looking for in candidates for the post of Nature Recovery Data Assistant.

Those listed as “Essential” are those that the candidates must have. Candidates who fail to meet these criteria will not be short-listed. “Desirable” skills and experience are those which it would be advantageous to have, although it is not essential.

Please keep this person specification in mind when completing the application form. **Please do not send C.V.s as these will not be used in the application process**

	Essential	Desirable
Experience, skills and knowledge	<ul style="list-style-type: none"> • Experience of working with data and of data entry • Excellent attention to detail • An understanding of the importance of responsible data handling and management • Proficiency in Microsoft Office applications including Word, Excel, Outlook, Access and PowerPoint • Relationship-building skills with people from different organisations and cross sections of the community 	<ul style="list-style-type: none"> • An understanding of species recording and the importance of good records to effective decision making • Experience of maintaining accurate records and delivering reporting • An understanding of databases and programs
Personal qualities	<ul style="list-style-type: none"> • Excellent written and verbal communication skills • An enthusiasm and interest in conservation and the natural environment • Ability to work on own initiative and as a member of a team • An adaptive learner with a proactive approach to problem-solving and learning new skills • Good organisational and time management skills 	<ul style="list-style-type: none"> • An interest in the functions of a Local Environmental Records Centre

Conditions

- A commitment to equal opportunities and to GiGL’s values.
- This is a hybrid role, split between the central London office and remote working.
- There is an expectation of one day/week spent in the office (up to 2.5 days/week are available).
- Predominantly remote working may be considered but a willingness to attend the GiGL office and other face-to-face meetings as agreed and required by the role is



essential.

- Travel to other locations in London may be required on occasions, and occasional travel to national meetings and conferences may also be required.
- Willingness to work occasional irregular hours is also required, for example participating at the London Day of Nature.

