



# RESEARCH MANAGER

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Recruitment information  
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British Hedgehog Preservation Society

[www.britishhedgehogs.org.uk](http://www.britishhedgehogs.org.uk) / [info@britishhedgehogs.org.uk](mailto:info@britishhedgehogs.org.uk)



# ABOUT BHPS

The British Hedgehog Preservation Society (BHPS) is a registered UK Charity, founded in 1982, dedicated to helping & protecting hedgehogs native to the UK (*Erinaceus europaeus*).

## What we do

Through our campaigns, advocacy and educational projects we work to raise awareness of the practical steps we can take to help reverse the decline of hedgehogs in the wild, improve their welfare and safeguard the future of this much-loved animal. We also fund research that provides important new insights into the conservation and welfare of hedgehogs.

## Our vision

A sustainable thriving hedgehog population in the UK.

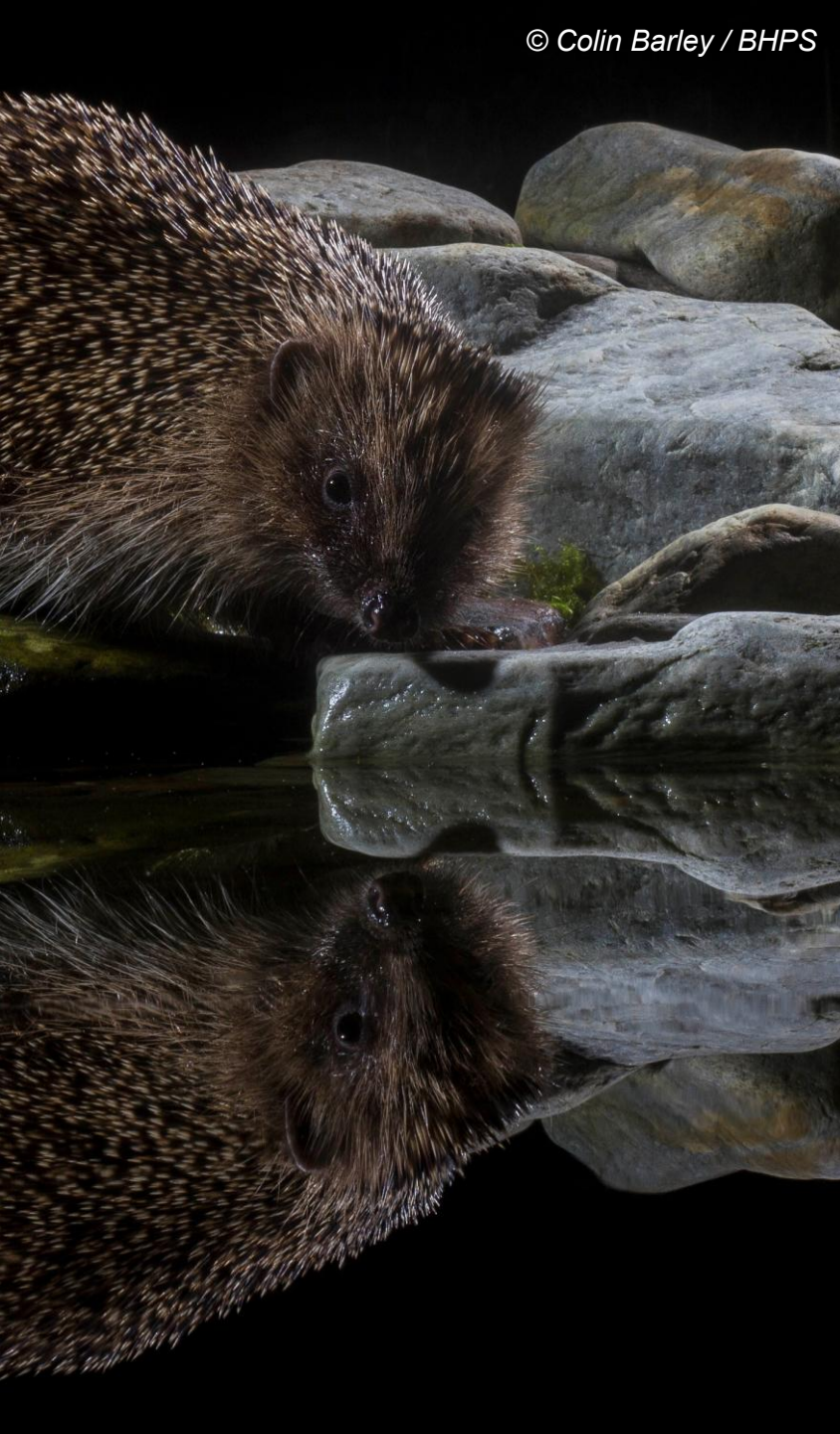


# OUR MISSION

To protect the future and welfare of native British hedgehogs and help people better to understand and respect wildlife through education, conservation and the funding of cutting-edge research focussed on hedgehogs (*Erinaceus europaeus*).

## Mission Statement

1. To provide advocacy and an expert source of information and advice to the public, businesses, government and other organisations regarding the conservation and welfare of native hedgehogs and their habitats in the British Isles and seek further legal protection of the hedgehog as necessary.
2. To encourage people to respect hedgehogs and other wildlife by providing information and supporting educational activities.
3. To fund research that helps build a better understanding of the British hedgehog population and its sustainability.
4. To give advice to the public concerning the welfare of wild hedgehogs particularly when injured, sick, treated cruelly, orphaned or facing other challenges.





# ABOUT THE ROLE

You will join a small, collaborative team of eight staff working alongside eight trustees, where individual contribution is highly visible and meaningful. This role offers a high degree of accountability and autonomy, suited to someone who is comfortable taking ownership and applying a practical, solutions-focused mindset.

The position spans both strategic and operational responsibilities. You will contribute to big-picture thinking around the development of our grant-making approach, while also managing hands-on elements of delivery such as grant administration, budgeting, monitoring progress, and evaluating impact. Strong attention to detail will be essential.

Alongside managing the research grants programme, you will play a key role in periodically reviewing grant-making strategy and building constructive relationships with funders, grantees, and subject experts. This work will help strengthen collaboration and deliver long-term benefits to the mission of BHPS.

## Job Purpose

To manage and administer the BHPS research grants programme and support the delivery of BHPS conservation work.



# MAIN RESPONSIBILITIES

## Research support

- Communicate the practical conservation impact of funded research through publications, website content and other materials, including summarising complex information for the public.
- Highlight significant research developments to the Chief Executive and Communications & Partnerships Manager, acting as a spokesperson when appropriate.
- Maintain relationships with current and former project leaders and interns, fostering an active BHPS research network.
- Outline the goals, priorities, and areas of investigation for future research endeavours, aligning research activities with organisational goals.
- Identify priority areas and gaps in information and research.
- Support the annual audit process and liaise with finance staff as required.
- Represent BHPS in external discussions to share research findings and help identify future funding priorities.
- Contribute to relevant events and conferences, and attend Trustee meetings where grant applications are considered (subject to Chair approval).

# MAIN RESPONSIBILITIES

## Management of the BHPS research grants programme

- Manage commissioned research processes, from specification and tendering through to monitoring, reporting and dissemination of findings.
- Oversee all BHPS grant schemes, including Conservation Partnerships, Conservation Insight Grants, UK mammal research, and commissioned projects.
- Review applications with the Chief Executive and provide clear written assessments to support Trustee decision-making.
- Act as the main point of contact for applicants throughout the full grant lifecycle.
- Conduct due diligence on new grantees, engaging referees and relevant experts where needed.
- Authorise grant payments in line with agreed schedules.
- Support and encourage publication of funded research.
- Monitor and improve the effectiveness of grant schemes in collaboration with the Chief Executive and Trustees.
- Maintain safeguards against fraud and work with other funders to strengthen due diligence and identify opportunities for collaborative funding.

## Other Responsibilities

- Attend occasional external promotional events.
- Provide support on additional tasks as requested by the Chief Executive





# JOB SPECIFICATION

- **Job Title:** Research Manager
- **Contract:** Permanent, two or three days a week
- **Salary:** £30,000 - £40,000 pro rata (depending on experience)
- **Responsible to:** Chief Executive
- **Annual Leave:** 6 weeks pro rata including bank holidays
- **Location:** Hybrid - Shropshire office, but mostly remote.
- **Closing date:** 13th July 2026
- **Start date:** TBC
- **Probationary period:** 6 months



# PERSON SPECIFICATION

The appointee does not necessarily need to have been directly involved with hedgehogs or hedgehog research, but it would be desirable for the applicant to have research experience in mammal ecology, population biology, or practical nature conservation.

## Education & Knowledge

### Essential:

- University degree or equivalent in conservation-related field
- Knowledge of academic publishing, including journal metrics, open access models and FAIR data practices
- Good knowledge of UK wildlife legislation and nature policy including some understanding of different approaches to land management such as Local Nature Recovery Strategies, Biodiversity Net Gain and Environmental Land Management schemes
- Familiarity with global and national biodiversity targets

### Desirable:

- Masters, or PhD, in conservation-related field
- Knowledge of the remit of major UK research councils and the role charities play in academic research
- Understanding of charities, their legal context and the role of Trustees
- Awareness of the potential role of artificial intelligence in conservation and research



# PERSON SPECIFICATION

## Key skills and experience

### Essential:

- Experience in developing, maintaining and managing relational or network databases
- Strong written and face-to-face interpersonal skills and ability to communicate confidently
- Ability to manage tasks ranging from bigger picture, strategic thinking through to practical project management such as grant administration, budgeting and progress evaluation
- Excellent numeracy and analysis skills

### Desirable:

- Research experience in mammal ecology, population biology, or practical nature conservation
- Experience in developing educational materials from academic research
- Experience of productive interaction with the media

## Personal attributes

### Essential:

- Interest in and passion for ecology and the conservation of British wildlife
- Need to share their passion for the ecology and conservation of British wildlife
- Ability to work with consistent accuracy and attention to detail
- Excellent organisational skills with ability to work on own initiative, multitask and manage conflicting priorities
- Good record of building trust-based relationships, able to influence others and work collaboratively
- Ethical and responsible in actions and decisions with self-awareness of biases and conflicts of interest





# HOW TO APPLY

To apply for the role please email your CV (of no more than 600 words) together with a supporting statement detailing how you meet the requirements of the position (of no more than 1000 words) to [info@britishhedgehogs.org.uk](mailto:info@britishhedgehogs.org.uk) by the closing date.

Please include a telephone number, and any dates when you are not available or might have difficulty with the recruitment timetable.

For more information on the role or responsibilities, please contact [info@britishhedgehogs.org.uk](mailto:info@britishhedgehogs.org.uk)

