

Dear LEMUR Applicant

Re: APPLICATION FOR HLF LEMUR HERITAGE TRAINING BURSARY PLACEMENTS 2010

Thank you for your interest in our "*on the job*" work experience/training scheme supported by the Heritage Lottery Fund. The LEMUR project aims to provide you with the necessary foundation practical experience and skills required by those working in environmental conservation. The scheme will allow you to generate a proven track record within the heritage sector that should impress any potential employer.

Herefordshire Nature Trust, Ambios Ltd and Sheffield Wildlife Trust have been delivering and supporting work based training since 1999 and has been highly successful in getting its trainees into paid conservation work. The LEMUR Project offers a combination of "*on the job*" professional experience and formal training placements linked to a variety of work areas, including species identification, wildlife habitat survey, habitat management and heritage interpretation/education, plus those all important generic work skills such as project management and computer skills. These opportunities are set within a choice of three geographical areas linked to three training themes: Devon (Marine), Herefordshire (Rural) and Sheffield (Urban).

The placements are hosted by a variety of environmental organisations within Devon, Herefordshire and Sheffield. The trainees receive a full living allowance and training bursary for a **36 week period**. Childcare allowances are available. Throughout this period trainees are expected to work alongside professionals as a full time member of staff whereby they each receive a mixture of specific '*on the job*' experience and formal training in either habitat management, ecological survey, species identification and/or heritage interpretation. Additionally, all trainees must work toward gaining three units of either an **NVQ (Level 3) Environmental Conservation** or **OCN (Level 3) Biological Assessment Skills**.

A more in-depth overview of the project partners and what is included in the programme can be viewed from the LEMUR Project website: <http://www.projectlemur.org>. If you are interested we urge you to fully read and understand what it is you are signing up to before you commit to this **9 month programme**. You should be aware of your own personal responsibility when it comes to completing the tasks that will be asked of you during your placement. There is likely to be a question on this subject at the interviews.

Your placement begins with a four week block of inductions, teambuilding and training. You then begin work with your host with whom you remain throughout the remaining 32 weeks. During this time there will be further formal training opportunities offered by the project and regular support with your NVQ/OCN. There is plenty of opportunity for all of you to get together with your fellow bursary placements via the projects' training courses, the teambuilding course, hub open days and at your graduation.

Bursary Allowances

During your training placement you will receive a **training allowance** equivalent to £161.10 per week. LEMUR trainees will have a standard placement week of **35 hours** and an entitlement of **15 days annual leave**, which includes bank holidays. The payments are not subject to PAYE and are a contribution towards subsistence. From this allowance, you will be expected to fund any travel from your home address to your host organisation and any travel to events organised by your local Hub from this training allowance. At the end of your 36-week placement you will then receive an additional '**completers**' payment (equivalent to £644.40) subject to agreed achievements during the course of your training placement. There is a **childcare allowance** available to each bursary holder. You will be 'not in employment' when you begin the Lemur training programme. You do not have to be registered unemployed (but its fine if you are) but you cannot be in employment whilst on this training initiative. While on the training programme you are not entitled to unemployment

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benefit. Individuals may be entitled to Housing and other benefits but this is judged on a case-by-case basis by the benefits agencies concerned.

If you decide to apply, then please follow the Instruction sheet on 'how to apply' (see Insert 2).

All applications and queries must be made to the Herefordshire Nature Trust and should arrive by **12 noon, Monday 25th January 2010**. Within your application be sure to specify clearly which bursary placement you are applying for and tick the reserve list box if you wish to be considered for other positions if unsuccessful with your first choice. Interviews will be held during the weeks beginning **22nd February and 1st March 2010**. Successful candidates will start on **Monday 12th April 2010** having already found accommodation in your chosen 'hub' area. Please note that the starting date is not negotiable, so if you are not available to start with us until a later date you should not apply. Due to the number of applicants we will not be able to reply to everyone. If you have not heard anything by 7 working days after the application deadline, please assume you have not been successful.

Though we encourage and support our trainees in applying for jobs we do urge applicants with other major commitments (e.g. travel, courses etc) within the next 11 months not to apply.

Due to the nature of some of the placements some posts may carry a requirement for an Enhanced Disclosure under the provisions of the Police Act 1997. The Trust will require your permission to carry out a disclosure.

Good luck with your application.

Yours faithfully,



Phil Burton
LEMUR Project Manager

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