

## How to apply for a HLF training bursary on the LEMUR Project

You must read ALL information carefully

The LEMUR PROJECT Application Pack contains the following:

- 1) Cover letter to applicants (Insert 1)
- 2) Instruction sheet on how to apply for a HLF training bursary on the LEMUR Project (Insert 2)
- 3) Background information about the project (Insert 3)
- 4) Your choice of Host organisation cover sheet: (to be returned with your application) (Insert 4)
- 5) Application Form (please do not include your c.v. – this is not necessary) (Insert 5). *Please note: Application must be submitted on paper – electronic (emailed) applications cannot be accepted.*
- 6) Equal Opportunities Monitoring Form (Insert 6)
- 7) Trainee feedback form (Insert 7)
- 8) Specific training bursary placement role descriptions linked to placement host organisation (18 in number) (Insert 8a-r)
- 9) Trainee specifications (Insert 9a-g)

### INSTRUCTIONS

#### A) What to do about any queries and questions you might have:

Read through the web site and the training placement descriptions and, if necessary, contact 'The LEMUR PROJECT' at the Herefordshire Nature Trust via telephone or email (see letterheads) to discuss any relevant queries. At this stage, it would be appreciated if you do NOT contact the host organisation.

#### B) Making your application:

Complete and return the following:

- I. Your covering letter (hand written if possible)\*  
*\* We prefer to receive hand written applications and cover letters, though we are willing to accept a word processed letter in exceptional circumstances.*
- II. Application Form (fully complete the form and do not include a C.V)\*  
*\* Please make best use of the space where you can tell us about your experience to date, what you'd like to learn and where you see yourself going within the nature conservation and wildlife heritage sector. We would expect you to continue on an additional sheet up to one side of A4 maximum.*
- III. Your choice of Host organisation cover sheet.
- IV. Complete the online trainee questionnaire.
- V. Equal Opportunity form.

**Important Note:** Make only one application. You can request to go on the reserve list if you wish, but we'd like you to apply for just one training position in the first instance.

**Original signed applications should be posted to: Herefordshire Nature Trust, Lower House Farm, Ledbury Road, Tupsley, Hereford HR1 1UT by first post on Monday 25th January 2010.**

LEMUR Project  
Herefordshire Nature Trust  
Lower House Farm,  
Ledbury Road,  
Tupsley,  
Hereford,  
HR1 1UT

Tel: (01432) 356872  
Fax: (01432) 275489

enquiries@projectlemur.org

www.projectlemur.org

**C) Important dates to note**

Deadlines for applications:

Applications **MUST** reach the Herefordshire Nature Trust by first post on **Monday 25th January 2010**.

Applications received after this time will not be considered.

If you do not hear from us within 14 working days of this closing date please assume that your application has been unsuccessful. We are sorry, but we cannot reply to everyone..

**Interview dates and locations for interviews**

Code	Host Placement Organisation	Interview Location	Interview Date
1 M	Marine Biological Association Marine Life Education and Recording Trainee	Plymouth (Devon)	22nd Feb
2 M	Torbay Coast and Countryside Trust Marine Heritage Trainee	Goodrington (Devon)	26th Feb
3 M	Sharpham Trust Environmental Heritage Trainee	Totnes (Devon)	24th Feb
4 M	Exmoor National Park Authority Exmoor Moorland Heritage Trainee	Dulverton (Somerset)	1st Mar
5 M	East Devon District Council Natural Heritage Trainee	Sidmouth & Seaton (Devon)	23rd Feb
6 M	IgoMango Heritage Eco-Survey Trainee	Totnes (Devon)	25th Feb
7 R	Herefordshire Nature Trust Wildplay and Heritage Ranger Trainee	Hereford (Herefordshire)	1st Mar
8 R	Worcestershire Wildlife Consultancy Ecological Consultancy Assistant Trainee	Worcester (Worcestershire)	24th Feb
9 R	Wye Valley AONB Ecological Heritage Survey Trainee	Monmouth (Monmouthshire)	25th Feb
10 R	Gwent Wildlife Trust Ecological Heritage Trainee	Dingestow (Monmouthshire)	23rd Feb
11 R	Warwickshire County Council Ecological Assistant Trainee	Warwick (Warwickshire)	26th Feb
12 R	Warwickshire County Council Ecological Assistant Trainee	Warwick (Warwickshire)	26th Feb
13 U	Sheffield Wildlife Trust (SWT) Heritage Biodiversity Skills Trainee	Sheffield (S. Yorkshire)	23rd Feb
14 U	Sheffield Wildlife Trust (SWT) Heritage Education Trainee	Sheffield (S. Yorkshire)	26th Feb
15 U	Sheffield Wildlife Trust (SWT) Heritage Conservation Skills Trainee	Sheffield (S. Yorkshire)	22nd Feb
16 U	Sheffield CC & The Working Woodlands Trust Woodland Heritage Skills Trainee	Sheffield (S. Yorkshire)	4th Mar
17 U	Derbyshire Wildlife Trust Heritage Ecology Trainee	Belper (Derbyshire)	5th Mar
18 U	Yorkshire Wildlife Trust & NEYEDC Conservation & Biological Data Trainee	York (Yorkshire)	2nd Mar

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Placement start and end dates (Cohort 4):

- **Start of placement date: Monday 12th April 2010**
- **End of placement date: Friday 17th December 2010**

*Please note: The starting date is not negotiable, so if you are not available to start with us until a later date you should not apply. These placements are subject to change.*

*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. Thank you and good luck!*

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