



JOB DESCRIPTION PROJECTS OFFICER OR SENIOR PROJECTS OFFICER (RIVER RESTORATION)

REPORTS TO: TBC

RESPONSIBLE FOR: Contractors, volunteers (occasional)

LOCATION: South East (Surrey, Sussex, South London and Kent) with an option of home working or an office base in Carshalton. Travel to meetings throughout the UK.

The South East Rivers Trust (SERT) is an environmental charity dedicated to enhancing the health of rivers through catchment and river management across the South East of England (including parts of South London, Surrey, Sussex and Kent). SERT has recently expanded its area of coverage having grown out of the Wandle Trust. The Trust is a member of the national Rivers Trust and is part of the rivers trusts movement which is described as having 'wet feet' because it concentrates its efforts on practical improvement works on the ground. SERT strives to underpin this work with sound science and best practice and works with a range of partners to deliver ecosystem improvement, engagement and education activities on rivers. The Trust aims to set international standards for community-driven sustainability and environmental excellence.

SERT is seeking a Projects Officer or a Senior Projects Officer (dependent on experience and qualifications offered, with a Senior Projects Officer being preferred) with experience in delivering physical river and catchment enhancement work. The role will involve delivering a suite of river enhancement projects including small weir removals, river habitat enhancement and riparian management. The role will include finalising detailed designs, liaising with partners and stakeholders, leading the delivery of the projects on the ground, commissioning and working with contractors as appropriate, meeting funders' requirements (e.g. providing project updates) and contributing to the development of new projects and funding.

The role will ideally suit an experienced river restoration professional but a lesser degree of experience may be appropriate for applicants at the Project Officer level. Excellent practical and technical knowledge, project management and co-ordination experience will be important for both roles. Interpersonal skills as well as a thorough understanding of natural processes and catchment management will be also important.

Initially offered as a fixed term contract until 6th May 2016, it is hoped this would be extended subject to satisfactory performance and funding being secured. This is an exciting opportunity to become part of a growing rivers trust and to make a real difference to river environments in the south east.

JOB SUMMARY

Depending on your level of experience, the position is offered at either Projects Officer or Senior Projects Officer level.

You will design and deliver several river restoration projects across the SERT area including small weir removals and fish passage easements, in-stream and riparian habitat enhancements, as well as catchment interventions, e.g. installing natural flood management measures. You will have a 'hands on' approach, delivering physical works yourself and/or leading sub-contractors, and potentially groups of volunteers, where appropriate. Projects have been scoped and outlined and some may need the design finalising and Flood Defence Consent securing. As a Senior Project Officer you will manage all procurement and be responsible for contracting (e.g. of sub-contractors); as a Projects Officer you will be involved with and support this process. Whilst you will work within a friendly and supportive team at SERT, you will need to be self-motivated and comfortable working alone and managing the projects you are leading. You will manage project resource allocation, budgets, timetables and risk and ensure projects deliver their targets.

You will liaise with local stakeholders and ensure good relations throughout project delivery; you will also update partners, funders and Catchment Partnerships on the progress and outcomes of projects and so good communication skills will be important. Upon delivery, you will support the implementation of monitoring systems to monitor project success as required, involving and updating Catchment Partnerships during this process. Whilst the contract is fixed term, your support in fundraising applications will help secure future funding and continuation of your contract. The role offers the scope to grow your interests and bring new ideas and business to the Trust.

MAIN RESPONSIBILITIES

The level at which you will have autonomy for these responsibilities will be dependent on experience and the level of appointment.

- Work with partnering organisations to plan and deliver a suite of projects funded by Defra's Catchment Partnership Action Fund and other sources.
 - Finalise project design (in conjunction with Trust staff and partners) and liaise with flood modellers where necessary to secure Flood Defence Consents.
 - Secure a good relationship with landowners and other stakeholders, e.g. angling clubs.
 - Project manage river enhancement works and deliver on time and to budget.
 - Lead delivery and be responsible for site management where appropriate.
 - Manage procurement and contracting processes and secure good value for money.
 - Ensure adherence to all relevant legislation, regulations, best practice, etc., e.g. CDM, FDC.
 - Where appropriate lead the training of volunteers to assist delivery, supported by the Volunteer Support Officer and partners.
 - Provide updates to stakeholders, funders and partners as needed.
 - Work with finance staff to prepare grant claims and funding applications.
 - Support Trust staff in the provision of technical advice on river (including catchment) issues and sustainable enhancement solutions.
 - Contribute to project evaluation, monitoring and assessment of progress and results as required.
 - Contribute to the strategic development of the Trust and develop business opportunities through partnership working.
 - Ensure good record keeping and adhere to Trust policies, e.g. health and safety, equal opportunities.
 - Other duties as may be appropriate to the position.
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PERSON SPECIFICATION

Please keep this person specification in mind when completing your application. Knowledge, experience, skills and aptitudes will be assessed through the application process and at interview.

1. Proven ability to deliver river enhancement projects using a variety of techniques.
 2. Experience of successfully negotiating consenting process, including Flood Defence Consent.
 3. An inherent interest and enthusiasm for identifying optimal and sustainable solutions and techniques to deliver physical enhancement solutions based on sound science and best practice.
 4. A good level of knowledge and a comprehensive understanding of how river ecosystems function and the application of a catchment-based and ecosystems approach.
 5. Understanding of the policy, legislation and regulations pertaining to the natural environment, freshwater ecosystems and the delivery of restoration works (including CDM).
 6. Proven ability to successfully manage the delivery of projects to time and budget.
 7. Self motivated with good administration, organisational, presentation and time management skills, good record-keeping and a strong ability to multi-task.
 8. Experience of commissioning, procurement and contracting (preferably NEC type contracts and process) and securing good value for money (for Senior Projects Officer).
 9. Ideally hold practical qualifications, e.g. chainsaw licence, pesticide licence, relevant CSCS card, etc.
 10. Ability to deliver good site management and implement best practice.
 11. Comfortable driving distances across the south east (including driving a van) and working alone and outdoors.
 12. Excellent communication skills: verbal and written.
 13. A desire to foster good relations with funders, stakeholders and partners and ideally a proven ability to have established and maintained equivalent relationships successfully in the past.
 13. Good IT skills with a good working knowledge of Microsoft Office and social media.
 14. Understanding and commitment to equal opportunities good practice and ability to relate to people from a cross section of the community.
 15. Ideally experience of working with a small organisation and the public or voluntary sectors.
 16. Knowledge and experience of fundraising and sources of funding would be an advantage.
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CONDITIONS OF SERVICE

Salary: £25,000 – £31,000 (dependent on experience and level at which appointed)

Contract period: The position is full time, 5 days a week until 6th May 2016 (with possibility of extension subject to funding being secured). The appointment will be subject to a 2 month probationary period during which no holiday can be taken unless in exceptional circumstances and by prior arrangement.

Termination of employment: The period of notice to terminate the appointment will be three months by either party (one month during the probationary period).

Driving licence: A full driving licence is required with your own means of transport available.

Pension: SERT operates a contributory pension scheme approved by the Rivers Trust and will pay 6% of salary subject to a 4% employee contribution.

Hours of work: The basic working week is 40 hours. Some evening or weekend work may occasionally be required for which time off in lieu can be taken. No overtime will be paid.

Annual Leave: Annual leave entitlement is 25 days.

APPLICATION PROCESS

Please complete the relevant **application form** and email it together with your **CV** (two pages max.) to jobs@southeastriverstrust.org. Closing date: **9 am on Tuesday 30th June 2015**. Interviews will be held on Friday 3rd July 2015. Second interviews, if held, will be on Wednesday 8th July 2015.