



## JOB DESCRIPTION

### PROJECT DEVELOPMENT OFFICER / TEAM MANAGER

**REPORTS TO:** Trust Director/SERT Manager

**RESPONSIBLE FOR:** Management position responsible for overseeing Catchment and Project Officers

**LOCATION:** Office base in Carshalton (SM5)

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The South East Rivers Trust (SERT) is an environmental charity dedicated to achieving healthy river ecosystems, for all, across the South East of England (including parts of South London, Hampshire, Berkshire, Surrey, East Sussex and Kent). The Trust's mission is to deliver outstanding river ecosystem enhancement through science-based action, collaboration, education and engagement. 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 trust movement which is described as having 'wet feet' because it concentrates its efforts on practical improvement works on the ground. The Trust's core values are central to all it strives to achieve, including bringing positive energy, expertise and specialist knowledge to develop good relationships and deliver to a high standard to make a real difference on the ground.

SERT is recruiting a project development position which is being offered at either Manager or Officer level, dependent on experience. Working collaboratively alongside other SERT staff, project partners, landowners and stakeholders, you will develop best practice solutions to make a real difference to the river catchments in South London and the South East. SERT is also currently in need of management level staff who will contribute to overseeing the work of colleagues and building teams so that the Trust delivers most effectively. For the right candidate there is an opportunity for these managerial tasks to be taken on by the project development role, and so the position is being offered at either Manager or Officer level.

The position is initially being offered as a one year fixed-term contract but is expected to be extended as further funding is secured. This is an exciting opportunity for an enthusiastic and knowledgeable individual to join a growing team to deliver high quality river and catchment enhancements and make a real difference on the ground.

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## JOB SUMMARY

The role will involve developing up the detailed design of river catchment restoration projects, primarily using nature-based solutions, so that they are ready for delivery by Trust staff, partners or contractors. You will work collaboratively with Trust staff and partners as they identify projects to be developed to address priority issues. You will also work closely with SERT project delivery staff and contractors to ensure smooth delivery on the ground. You will bring a level of knowledge, experience and technical expertise to oversee projects from conception through to completion.

You will be involved in a diverse range of projects across the SERT area. River enhancement projects are likely to include weir removals, technical fish passes, fish passage easements such as rock ramps and nature-like bypasses, and river re-naturalisation projects, e.g. reconnecting floodplains and paleochannels, remeandering, bank softening and backwater creation. Catchment management projects are likely to include a range of wetland creation, Sustainable Drainage Systems (SuDS) and natural flood management (NFM) measures, as well as land management techniques, e.g. to reduce soil compaction and diffuse

pollution. Your work will focus on developing detailed designs, liaising with project partners and landowners, ensuring all permissions and consents are in place, liaising with contractors through tender process where applicable, and contributing to preparations for project delivery. You will also be involved with communicating the outcomes and successes of the project and reporting to funders.

As part of this team you will develop good relationships and liaise with land owners and managers, councils and developers to scope projects and develop detail. You will also liaise with other organisations working on rivers, e.g. other rivers trusts and catchment partners, to ensure complementary delivery of objectives. Through these relationships you will contribute to bringing in funding for further delivery and will also contribute project detail to funding applications made by the Trust.

You will work within the existing team of catchment and project officers and managers and in the management position you will manage c.4 people. For the Manager position, you will be a member of the senior management team and will contribute to the management and running of the organisation, with particular responsibility for leading the 'people management' function. This will involve contributing to the staff recruitment process and monitoring staff satisfaction as well as helping to build teams to match staff capability and capacity for effective project delivery. You will take a genuine interest in the work of your colleagues enabling them to sound out and discuss their project ideas with you. Where appropriate, you will provide the role of a mentor helping your colleagues to grow and build their confidence and experience. There is considerable scope to bring your own management experience to shape this element of the role and contribute to the successful growth of a small organisation.

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## KEY DUTIES AND RESPONSIBILITIES

### 1. Project development and design

- 1.1 Contribute to the process of selecting projects to be developed up to delivery stage as required.
- 1.2 Lead on developing the detailed designs of river and catchment restoration and enhancement projects to a high standard, ready for delivery by colleagues, contractors or partners.
- 1.3 Obtain all necessary permissions, permits and consents, so that projects can be delivered smoothly.
- 1.4 Work with partners, landowners, consultants and colleagues as required to facilitate the development and delivery of high quality projects.
- 1.5 Involve colleagues and consultants where appropriate to obtain specialist input, e.g. flood modelling, fish passage options and technical design.
- 1.6 Contribute to the SERT team, working with other staff developing projects and detail for delivery.
- 1.7 Lead on the contracting of consultants and contractors as necessary, developing good working relationships.
- 1.8 Facilitate the delivery process by providing support to staff and contractors as they deliver projects.
- 1.9 Contribute to the Trust's systems and process and ensure good record keeping, project and budget management, reporting to funders, partners and internally as required.

### 2. New project and business development

- 2.1 Identify and develop project and funding opportunities, contributing technical detail to applications developed by colleagues.
- 2.2 Design and develop new projects, including appropriate monitoring, using sound science and best practice, working with partners where appropriate.
- 2.3 Develop good relationships with partners and stakeholders, working with them to design and develop projects.
- 2.4 Positively contribute to the reputation of the Trust.

### 3. Management Position

- 3.1 Contribute to the senior management team being responsible for the 'People Management' function of the Trust.
- 3.2 Be responsible for resource planning by building teams, matching capability and capacity to project needs to ensure effective and efficient project delivery.
- 3.3 Be responsible for systems and processes relating to staff recruitment and management, including recruitment, induction, performance and review processes.
- 3.4 Mentor staff as needed, contributing to their happiness and enjoyment.
- 3.5 Manage catchment and project staff as required (currently 2 to 4 people).
- 3.6 Contribute to the growth processes underpinning the expansion of the Trust.

### 4. Contribute to the work of the South East Rivers Trust

- 4.1 Contribute to and support the work of SERT, delivering the Trust's vision, mission and core values.
- 4.2 Deliver a catchment based and ecosystem approach.
- 4.3 Contribute to the Trust's external communications (e.g. through websites, social media and presentations), profile and good reputation.
- 4.4 Support the growth processes and fundraising underpinning the expansion of the Trust.
- 4.5 Other duties as may be appropriate to the position.

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## PERSON SPECIFICATION

Please keep this person specification in mind, as well as the Trust's core values when completing your application. Knowledge, experience, skills and aptitudes will be assessed through both the application process and at interview. More extensive experience is expected to be demonstrated for the Manager position.

Requirements	Essential	Desirable
<b>1. Training and Experience</b>		
1. Educated at least degree level in a relevant field or equivalent relevant work experience in the aquatic environment sector	X	
2. Professional qualifications and/or memberships		X
3. At least three years of experience of designing and/or delivering river and catchment enhancement or similar projects	X	
4. Experience of surveying rivers and their catchment areas		X
5. Experience of supporting delivery teams as they implement designs		X
6. Experience working in partnership with a range of stakeholders and groups, e.g. local authorities, developers, interest groups, etc.	X	
7. Demonstrable experience of successful budget and time management	X	
8. Experience of successfully managing staff (Manager position)	X	
9. Experience of building successful teams, work planning with staff, setting targets and mentoring them to fulfil their potential (Manager position)	X	
10. Experience of project development and successful fundraising	X	

<b>2. Knowledge and Understanding</b>		
11. A good level of knowledge and comprehensive understanding of how to design river and catchment enhancement work responding to different drivers and environmental conditions	X	
12. A good level of understanding of technical design calculations		X
13. A genuine interest in water management and river catchments	X	
14. A good understanding of the issues and challenges facing rivers in the South East	X	
15. A good understanding of Construction Design and Management and other health and safety legislation		X
16. A good level of understanding of the drivers and needs of a range of stakeholders including developers, local authorities and government agencies	X	
17. An understanding of a Catchment Based Approach, an Ecosystem Approach and legislation relevant to river and catchment enhancement		X
18. Knowledge and understanding of systems and processes used to build teams and manage staff (Manager position)	X	
19. A good working knowledge of MS Office, email	X	
20. A good working knowledge design software, e.g. CorelDraw, CAD		X
21. Understanding of good record keeping and how to fulfil funders' requirements		X
22. A good understanding of the challenges of working in the NGO sector and/or a small organisation		X
<b>3. Skills, Abilities and Personal Attributes</b>		
23. Excellent organisational skills and able to work under pressure to tight deadlines	X	
24. Proven ability to work in a team with a range of partners	X	
25. Excellent communication skills for both internal and external audiences	X	
26. Genuine enthusiasm, upbeat and passionate about delivering healthy river ecosystems	X	
27. A self-starter and able to work to a common goal unsupervised	X	
28. Demonstrable leadership skills (Manager position)	X	
29. Willingness to learn and turn hand to whatever is required	X	
<b>4. Miscellaneous</b>		
30. Commitment to equality of opportunity	X	
31. Full driving licence	X	
32. Ability to work occasional evenings and weekend if required	X	

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## CONDITIONS OF SERVICE

**Salary:** Officer c.£27,500; Manager c.£35,000

**Contract period:** The position is full time, five days a week on one year fixed-term contract with extension subject to performance and funding. The appointment will be subject to a three 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 and vehicle:** A full driving licence and your own transport are required.

**Pension:** The South East Rivers Trust operates a contributory pension scheme approved by the Rivers Trust with Friends Provident 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 will 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 plus public holidays.

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## **APPLICATION PROCESS**

Please email a CV (two pages max.) and a covering letter (two pages max.) focussing on why we should employ you, including your relevant experience, how you meet the person specification and what you will bring to the role. Please also include 3 or 4 people who would provide references for you including previous managers, peers and staff, and describe in a few lines what you expect each will say about you if we contacted them.

Please email you application to [jobs@southeastriverstrust.org](mailto:jobs@southeastriverstrust.org). Please be sure to specify whether you are applying for the Manager or Officer position. Closing date: 13<sup>th</sup> December 2017, 12 pm. Interview date: 19<sup>th</sup>, 20<sup>th</sup> December 2017 (please be available for interview on these dates).