



## JOB DESCRIPTION

### Assistant Project Officer (River & Catchment Restoration)

- REPORTS TO:** Head of Restoring Rivers & Catchments or Senior Project Officer
- RESPONSIBLE FOR:** Assisting with the development and delivery of physical enhancement and restoration projects in rivers and their environment. This would be achieved through working with teams across the wider organisation including Senior Project Officers, Catchment Officers, Education and Engagement teams, landowners, project partners, contractors and volunteers (as appropriate).
- LOCATION:** Hybrid work - at home, in the office in Leatherhead (KT22), and on-site with travel across the SERT area
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#### About us

The South East Rivers Trust (SERT) is an environmental charity dedicated to achieving healthy river ecosystems for all across the South East of England. The Trust's mission is to deliver outstanding river ecosystem enhancement through science-based action, collaboration, education and engagement.

SERT is a member of the Rivers Trust movement which comprises over 60 local trusts. 0% of rivers in England and Wales are in good overall health – the Rivers Trust aims to change this by using our expertise, data, reach, and knowledge to make our shared vision a reality – healthy rivers valued by all. Do you share this vision too?

At SERT, our work includes practical environmental enhancement work, as well as education, engagement and working with different partners to achieve. Our core values are central to all we strive to achieve - bringing positive energy, expertise and specialist knowledge to develop good relationships and to deliver to a high standard to make a real difference to rivers and their catchment areas.



#### The role

Working within the Trust's Restoring Rivers and Catchments Team, you will assist with developing and delivering river restoration and habitat enhancement projects, working on projects throughout all stages including conception, development, design, delivery and monitoring. Most importantly of all, you will support the whole team, your line manager and the wider organisation as much as you can.

River enhancement projects will typically include weir removals, fish passage easements (such as rock ramps, nature-like bypasses or technical fish passes) and river re-naturalisation projects (such as

habitat enhancements, reconnecting floodplains & palaeochannels, re-meandering, and backwater creation). Catchment management projects are likely to include wetland creation, Sustainable Drainage Systems (SuDS) and Natural Flood Management (NFM) measures. We would be interested to know about any experience you have in the above fields when you apply.

Initially offered as a two-year fixed term contract, it is expected that the position will be extended, subject to satisfactory performance and continued funding.

This is an exciting opportunity for an enthusiastic individual who is keen to gain more experience in river and catchment enhancement work in order to make a real difference to the aquatic environment. You will be joining our growing team and contribute to our portfolio of ambitious and bold projects based on sound science and best practice. This will be a valuable opportunity to shadow experienced staff in order to build your knowledge and experience of river processes, restoration techniques and ecology.

## **KEY DUTIES AND RESPONSIBILITIES**

### **1. Developing and Designing Restoration and Enhancement Projects**

- 1.1. Contribute with the development of a programme of restoration and enhancement projects.
- 1.2. Input into the design and development of projects, using sound science and best practice.
- 1.3. Develop and maintain positive and professional relationships with partners and stakeholders.
- 1.4. Collaborate with other staff in the design of monitoring programs to demonstrate project outcomes.
- 1.5. Contribute to funding bids and project management processes as required.

### **2. Delivering Restoration and Enhancement Projects**

- 2.1. Contribute to the delivery of projects on the ground, working with other SERT staff, contractors, volunteers and partners.
- 2.2. Assist the leading Officers with maintaining and enhancing SERT's Health & Safety procedures.
- 2.3. Assist with engaging, appointing and managing external consultants and contractors when required.
- 2.4. Where appropriate, support external partner organisations to deliver their own enhancement projects as part of wider restoration plans.

### **3. Contribute to the work of the South East Rivers Trust and its trading subsidiary**

- 3.1. Contribute to the Trust's external communications (e.g. through websites, social media and presentations), profile and good reputation.
  - 3.2. Other duties as may be appropriate to the position.
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## PERSON SPECIFICATION

Please keep this list of requirements in mind, together with the Trust's core values when completing your application. Knowledge, experience, skills and aptitudes will be assessed through the application process and at interview.

Requirements	Essential	Desirable
<b>Training and Experience</b>		
Educated to at least degree level in a relevant field or equivalent work experience in river restoration projects and /or conservation work.	X	
Tickets in relevant practical skills e.g. chain-sawing, brush-cutting, dumper or excavator operating.		X
Experience working in partnership with a range of stakeholders and groups, e.g. local authorities, developers, interest groups, etc.		X
<b>Knowledge and Understanding</b>		
A good understanding of the issues and challenges facing rivers in the South East.	X	
A good understanding of rivers, their processes and ecology.	X	
A basic knowledge and understanding of how to design river and catchment enhancement work, responding to different drivers and environmental conditions.		X
A basic awareness of health and safety legislation pertinent to delivery in the riverine environment.		X
<b>Skills &amp; Personal Attributes</b>		
Competent, physically fit and comfortable to work in and around rivers.	X	
Competent IT skills, particularly MS Office and Google.	X	
Skilled in the use of design software, e.g. CorelDraw, CAD.		X
Strong communication skills for both internal and external audiences.	X	
Genuine enthusiasm, upbeat and passionate about delivering healthy river ecosystems.	X	
Inquisitive and keen to learn.	X	
A self-starter, able to work towards a common goal.	X	
<b>Miscellaneous</b>		
Commitment to equality of opportunity.	X	
Full driving licence and vehicle which can be used for work purposes.	X	
Suitable, safe home working environment.	X	
Ability to work occasional evenings and weekend if required.	X	

**We are currently recruiting for a range of roles including Assistant Project Officer and Project Officer. Please assess which role you are best suited to and fill out the relevant Application Form.**

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## Terms of service

**Salary:** £24,000 – £26,000 (dependent on experience).

**Contract period:** 1 FTE (40 hours per week). Two year fixed term contract, with the expectation to extend with successful funding for a legacy project. The appointment will be subject to a six-month probation period.

**Pension:** SERT operates a contributory pension scheme and will pay 9% of salary subject to a 6% employee contribution.

**Homeworking and vehicle:** The position will involve a mix of home and office based working, with travel across the SERT area, and so you will need to be able to provide a suitable, safe home working environment. We will provide a laptop and mobile phone. We would prefer the post-holder to be based in the SERT area, but this is not an absolute requirement. A full driving license and access to your own vehicle is required.

**Annual leave:** Annual leave entitlement is 25 days plus public holidays.

**Right to work in UK:** All applicants must have the right to work in the UK. We do not sponsor applicants from overseas.

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## Employee benefits

- Hybrid working and homeworking
  - Flexible and part-time working opportunities
  - Pension contribution of 9% salary, subject to 6% employee contribution
  - Life Assurance cover with SERT's Pension Scheme
  - Annual Cost of Living Adjustment Review (COLA)
  - 25 days annual leave per year plus bank holidays
  - Enhanced leave policies including sickness and maternity
  - Four staff away days per year
  - Commitment to career development and training
  - Free Employee Assistance Programme
  - Wellbeing team, with trained Mental Health First Aiders
  - Annual Staff Survey
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## Application Process

At SERT we believe in equality of opportunity and positively encourage applications from suitably qualified and eligible candidates regardless of age, sex, race, disability, sexual orientation, gender reassignment, religion or belief, marital/civil partnership status, or pregnancy and maternity. We are committed to better reflecting society and the communities who use, need and enjoy our rivers within our workforce. We welcome requests for flexible working. All applications will be judged solely on merit.

Please email the following to [jobs@southeastriverstrust.org](mailto:jobs@southeastriverstrust.org):

- a completed Application Form, for the relevant job role that you are applying for
- a completed Equality and Diversity Monitoring Form

The deadline for applications is **Sunday 10<sup>th</sup> July at 10pm**, with interviews taking place between **Wednesday 20<sup>th</sup> and Thursday 21st July 2022** via Zoom. Please get in touch if you are unable to make these dates.

If you would like to discuss the position please email [jobs@southeastriverstrust.org](mailto:jobs@southeastriverstrust.org), with your enquiry and we will arrange to call you back.

Please note: All applicants must have the right to work in the UK. We do not sponsor applicants from overseas.

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## APPLICANT PRIVACY POLICY

When submitting your application to us, it is important you are aware of what will happen to your personal data after the position is filled. Please download and read our Applicant Privacy Notice from the website.