



# JOB DESCRIPTION

## Plastics Project Officer

<b>REPORTS TO:</b>	Plastics Project Manager
<b>RESPONSIBLE FOR:</b>	Delivering a programme of engagement and education targeted at both communities and schools in Kent on the River Medway. This will be achieved by working with teams across the Trust, project partners in UK and France, and volunteers.
<b>LOCATION:</b>	The role will be based at home, in the office and on site with travel across the SERT area, primarily Kent. We are currently seeking a new office in Leatherhead.

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### About us

SERT is a grassroots environmental charity bringing rivers back to life across the South East of England, working across 12 river catchments between Reading and Dover. The Trust aims to deliver outstanding river ecosystem enhancement through science-based action, collaboration, education and engagement. We work with local communities and stakeholders to deliver high-quality river and catchment enhancement projects, improving the health of our rivers for both people and wildlife. Find out more: [www.southeastrivertrust.org](http://www.southeastrivertrust.org).

### The role

We are seeking a Plastics Project Officer to join the Preventing Plastic Pollution Project, currently jointly funded by the European Union European Regional Development Fund Channel Manche Programme and the Heritage Lottery Fund.

Despite the highly publicised problem of plastics in oceans, initiatives have failed to look upstream and systematically tackle the role rivers, their catchments and communities play as a pathway and source of plastic. Starting in 2019, the Preventing Plastic Pollution project is taking a catchment-based approach to this issue, tackling plastic pollution from source to sea in pilot areas across the UK and France.

The Plastics Project Officer is a new role at the Trust. The role will work closely with the Plastics Project Manager and local partners to deliver a programme of education and engagement on the River Medway in 2022; all focussed on catalysing behavioural change around plastic pollution. Activities will range from pop-up information stalls to river cleanup events to school outdoor education sessions; there will also be scope to design and trial new tactics towards the goal of behavioural change.

## **Key duties & responsibilities**

### **1. School & youth engagement**

1.1 Support the delivery of a series of education sessions targeted at primary schools working closely with the Trust's Education Development Officer.

1.2 Engage with local youth groups through the PPP, developing and producing any relevant learning resources.

### **2. Community engagement**

1.1 Support the Project Manager in developing and delivering a range of community events, engaging residents with their local river through cleanup initiatives and other events.

1.2 Support the Project Manager in engaging local community groups to create customised Community Plastic Action Plans and support them in the achievement of selected initiatives (for example, single-use free community accreditation).

1.4 Support the development of a river-friendly business scheme to encourage SMEs to use plastic more sustainably in the Medway Catchment.

### **3. Project administration**

3.1 Contribute to reporting on project activities and supporting financial claims (led by the SERT Finance Team), for example, to Interreg Channel Manche and the Heritage Lottery Fund.

3.2 Participate in and contribute to project meetings, based in the UK and abroad (primarily northern France), for Interreg and the Medway Catchment Partnership.

3.3 Support the delivery of a communications strategy for the Trust's Plastic Pollution work, contributing to the Trust's external communications (for example, through websites, social media and presentations), profile and good reputation.

## Person specification

Requirements	Essential	Desirable
<b>Training and experience</b>		
Educated to at least degree level in a relevant field or equivalent relevant work experience in the environment sector.	X	
Experience delivering practical volunteer events, working in or near water.		X
Experience of communicating environmental issues to both school children and community groups.	X	
Experience of connecting people with the natural world.	X	
Experience creating engaging resources including presentations and posters.	X	
<b>Knowledge and understanding</b>		
Good understanding of the issues and challenges facing rivers in relation to plastic pollution.	X	
An understanding of Health & Safety and Safeguarding issues, particularly when working outdoors with children and volunteers.	X	
Expertise and working knowledge of rivers and freshwater habitats.		X
Understanding of the needs and drivers of SMEs		X
Knowledge and understanding of how water, rivers and catchment management fit into the National Curriculum.		X
<b>Skills &amp; personal attributes</b>		
Genuine enthusiasm and passion for delivering healthy river ecosystems.	X	
A confident public speaker that is able to communicate effectively with a range of audiences.	X	
Strong organisational and planning skills.	X	
Proficient IT skills, particularly MS Office.	X	
Friendly and approachable attitude and the ability to be diplomatic when speaking to the public about potentially contentious issues.	X	
Proactive and self-motivated.	X	
<b>Miscellaneous</b>		
Commitment to equality of opportunity.	X	
Happy to work some weekends, particularly through months April – September, with time off in lieu.	X	
Current driving licence and vehicle which can be used for work purposes.	X	
Suitable, safe home working environment	X	

**The successful candidate will be required to undertake an enhanced Disclosure and Barring Service (DBS) check.**

## Terms of service

**Salary:** £25,000 – £29,000 (dependent on experience).

**Contract period:** 1 FTE (40 hours per week). Fixed contract until June 2023, 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 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.

## 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@southeastrivertrust.org](mailto:jobs@southeastrivertrust.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 **Wednesday 25<sup>th</sup> May by 5pm** with interviews taking place on **Wednesday 1<sup>st</sup> June 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@southeastrivertrust.org](mailto:jobs@southeastrivertrust.org), with your enquiry and we will arrange to call you back.

## 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.



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