



## JOB DESCRIPTION CATCHMENT OFFICER

- REPORTS TO:** Senior Catchment Manager / Catchment Manager
- MEMBER OF:** Science and Partnerships Team led by the Head of Science and Partnerships
- RESPONSIBLE FOR:** No direct reports. Volunteers and contractors as required
- LOCATION:** Hybrid work at home and in the office based in Leatherhead with travel across the South East, particularly South London, Surrey, East Sussex and Kent. Potential for occasional travel throughout the UK.
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### THE ROLE

Healthy rivers are essential for people and nature but they are on the brink of collapse, under threat from pollution, climate change, habitat loss and water scarcity. Tackling these issues requires holistic understanding and effective partnership working.

We are seeking a Catchment Officer, ideally with a scientific or technical expertise, to lead our Catchment Partnership work in two catchments in our area. You will lead, chair and manage two Catchment Partnerships in or near London. You will be able to focus your work in part of our operating area that covers Surrey, East Sussex, South London and Kent.

You will use data and evidence including local knowledge to lead the Catchment Partnership in understanding the issues in the catchments. You will work with partners to co-design solutions and projects that will provide multiple benefits and make a real difference to the state of rivers and catchments.

You will ideally bring a level of scientific and/or technical expertise, for example in land management, wetland design, aquatic biodiversity, habitat enhancement, nature-based solutions, biodiversity net gain, natural flood management, fisheries science, water resources, water quality. You will bring this expertise to our Catchment Partnerships and share it across the whole organisation.

The role will suit a natural leader and good communicator with relevant technical knowledge who is personable and diplomatic with a passion for the water environment and its improvement.

### ABOUT THE TEAM

The Science and Partnerships Team is at the heart of being able to achieve our vision of 'Healthy, thriving rivers for people & wildlife in the south east of England'. It brings together groups of stakeholders and members of the community to take a catchment based approach in understanding their local river, identifying issues that are impacting rivers and catchments, and working together to find and implement solutions that will improve the health of the water environment.

### ABOUT THE TRUST

The South East Rivers Trust is an environmental charity creating healthy, thriving rivers for people & wildlife in the south east of England. We work with nature, employing nature-based solutions wherever possible, to restore rivers and their catchments. We enhance habitat, improve water quality and work to restore flows by taking a whole ecosystem approach. We target our action based on data and evidence so that we know we're making the right difference in the right place, your technical expertise will help inform this. Wherever

we can, we work with local communities and partners to inspire others to love the environment as much as we do and to work together to restore it.

Working at the South East Rivers Trust is energetic, rewarding and fulfilling. We work collaboratively and with passion, and this is reflected in our core values of: delivering high quality work, using expertise and scientific understanding, building good and effective relationships and bringing positive energy to all we do. If this sounds like an environment that you would thrive in, we would love to hear from you.

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## JOB SUMMARY

There are two primary components to the role:

- (i) coordinating and leading Catchment Partnerships; and
- (ii) developing, funding and supporting the delivery of river and catchment enhancement projects.

You will coordinate and lead the Catchment Partnership, working closely with the Trust's Senior Catchment Manager, Catchment Manager and Head of Science and Partnerships, including creating and updating relevant catchment plans and visions and applying the Catchment Based Approach (<https://catchmentbasedapproach.org/>).

You will bring together a range of partners and stakeholders with an interest in the river and its catchment, e.g. local authorities, water companies, NGOs and community groups. You will support them to interrogate data and evidence around the issues affecting the catchment and to identify solutions with multiple benefits. You will then work with the Catchment Partnership to develop these solutions such that they can be delivered by different members of the partnership through their own organisational objectives, or you will develop them into projects which you and others will fundraise for delivery by the Trust and its partners.

These projects will primarily deliver nature-based solutions as well as education and community engagement to address environmental issues, covering a range of themes from pollution prevention and monitoring, river restoration, enhancing water resources and natural flood management. You will bring your scientific and/or technical expertise to help identify, target and develop projects for greatest impact both by the Catchment Partnerships and the Trust more widely. Projects may be delivered in house (with the Restoring Rivers and Catchments, Water and Land Stewardship, and Working with Communities Teams), with volunteers or by contractors, depending on the type of work involved and the capacity of staff. A number of such projects are already underway, and so you will contribute to established projects as well as strategically develop future project opportunities for the short, medium and long term, aligned with the priorities set by the Catchment Partnership. You will stay connected to and support the projects through their delivery so you will see your ideas come to fruition.

The Trust aims to work in partnership with other organisations wherever possible to deliver multiple objectives, provide a joined-up approach for stakeholders and avoid duplication of effort. You will communicate with a wide range of stakeholders and communities, through a range of media, e.g. meetings (in person and virtual), events, website, workshops, phone, social media, etc. You will be personable, diplomatic, questioning, able to explain technical concepts in simple terms, have strong facilitation skills and be passionate about rivers and the environment. Fostering partnership working with the ability to build functional partnerships and strong working relationships will also be essential for the role. You will lead by example to staff and exhibit strong adherence to SERTs values: positive energy, expertise, deliver and good relationships.

This external facing role will suit a natural leader and communicator who will become the face of the Trust's work in your catchment(s) and on your specialist topic. This is an exciting opportunity to join a growing and

dynamic team making a real difference for the environment. We will consider both full and part-time (0.8 fte) applications.

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## KEY DUTIES AND RESPONSIBILITIES

### 1. Coordinate and support Catchment Partnerships, partnership working and the Catchment Based Approach (CaBA)

- 1.1. Develop quality and productive relationships with partners and stakeholders across the SERT area and specifically in the catchments you lead.
- 1.2. Work with the Trust's existing Science and Partnerships Team to strategically lead the Catchment Partnerships and any sub-groups;
- 1.3. Steer the Catchment Partnership and sub-groups in the creation and/or update of their Catchment Vision and Plan based on data and evidence of river and catchment issues;
- 1.4. Organise and host Partnership meetings, encouraging and facilitating the participation of a range of stakeholders;
- 1.5. Maintain good working relationships with existing catchment partners, as well as expand and grow relationships with new stakeholders as required;
- 1.6. Represent the Trust at local meetings across the South East;
- 1.7. Work closely with other staff at the Trust to coordinate on restoration and enhancement opportunities with external partners and through the Catchment Partnership(s).

### 2. Project development and delivery to make a difference to the water environment

- 2.1 Identify project opportunities that deliver multiple benefits while addressing the issues affecting the catchment and the priorities of the Catchment Partnership.
- 2.2 Contribute to project detail, and where appropriate design, bringing your technical expertise.
- 2.3 Contribute to fundraising for projects in your catchment and contribute to fundraising for projects relating to your specialism.
- 2.4 Contribute to the delivery of projects as appropriate, including developing project partnerships to deliver joint objectives and goals, maintaining relationships and fulfilling funder requirements.
- 2.5 Manage projects to ensure delivery within the agreed timeframe, and budget and to a high standard, including liaison with funders and reporting.

### 3. Management, administration and fundraising

- 3.1. Contribute to and support the work and growth of SERT, delivering the Trust's vision, mission and core values;
- 3.2. Undertake day-to-day management of partnerships and projects keeping good records; leading on budgeting, reporting, claiming and evaluation as required;
- 3.3. Contribute to developing funding opportunities and fundraising for the Trust's activities;
- 3.4. Contribute to the Trust's external communications (websites, social media and presentations), profile and good reputation;
- 3.5. Other duties as may be appropriate to the position.

## 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.

<b>Requirements</b>	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications, Training &amp; Experience</b>		
A relevant degree or significant experience in a relevant area: freshwater management, aquatic science, river restoration	X	
A good understanding of one or more relevant topics, such as nature based solutions (river restoration, constructed wetlands, natural flood management), community engagement, education or citizen science	X	
Experience of working in partnership with a range of organisations and sectors to achieve common goals	X	
Some experience of organising and delivering a range of events including partner workshops and other meetings, and/or outdoor practical work		X
Experience of collating and analysing data and summarising it in an engaging way for a range of audiences	X	
Track record of successfully delivering projects and satisfying funders’ requirements		X
Experience of developing and/or delivering practical river restoration projects, inc. regulatory consenting processes and/or practical on-site delivery		X
Experience of managing projects	X	
Track record of successful funding applications		X
A relevant first aid qualification		X
<b>Knowledge &amp; Understanding</b>		
Knowledge of the objectives , drivers and funding mechanisms of external stakeholders: <i>e.g.</i> water companies, local authorities, environmental NGOs, local businesses, land users and land owners		X
A good level of knowledge and understanding of how river ecosystems function	X	
Knowledge and understanding of the Catchment Based Approach (CaBA)		X
Knowledge and understanding of the Water Framework Directive (WFD)		X
<b>Skills &amp; Personal Attributes</b>		
Excellent communication skills, both verbal and written	X	
A natural leader - able to hold the attention of a range of audiences	X	
A strong diplomat with ability to mediate between different views	X	
Organised	X	
A positive ‘can do’ attitude	X	
Ability to work as part of a team and independently	X	
Strong IT skills (email, MS Office)	X	
Proficiency in GIS and spatial analysis		X
Ability to inspire and lead teams of volunteers/communities		X
Willingness to learn and be flexible to support the organisation	X	
<b>Miscellaneous</b>		
Full driving licence and access to private (or hire) vehicle for work purposes	X	
Ability to work occasional evenings and weekends	X	
Suitable, safe home working environment	X	
Understanding of Health and Safety risks and mitigating actions	X	

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## CONDITIONS OF SERVICE

**Salary:** £28,000 - £33,000 (pro rata for part time) commensurate with experience.

**Contract period:** The position is full time or 0.8 FTE, on a permanent contract. The appointment will be subject to a six-month probationary period.

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

**Homeworking and vehicle:** The Trust operates 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, with the Trust office located in Leatherhead. 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.

**Hours of work:** 37.5 hours per week. Some evening or weekend work may occasionally be required for which time off in lieu can be taken. No overtime will be paid.

**Right to work in UK:** All applicants must have the right to work in the UK. We will consider 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
- a completed Equality and Diversity Monitoring Form

The deadline for applications is **Monday 26<sup>th</sup> June, 5pm** with interviews taking place on Tuesday 11<sup>th</sup> and Wednesday 12<sup>th</sup> July 2023 (provisional dates) 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.

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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.