



# JOB DESCRIPTION

## Project Officer

(River & Catchment Restoration)

- REPORTS TO:** Head of Restoring Rivers & Catchments & Programme Manager
- RESPONSIBLE FOR:** The development and delivery of physical enhancement and restoration projects in rivers, catchments, and their environment. This is achieved through working with teams across the wider organisation including Senior Project Officers, Assistant Project Officers, Science & Partnerships team, Working with Communities Team, landowners, project partners, contractors and volunteers (as appropriate).
- LOCATION:** Hybrid work - at home, in the SERT office in Leatherhead (KT22), and on-site with travel across the SERT area.
- 

### 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 this. 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 in the Restoring Rivers & Catchments Team, you will develop and deliver a portfolio of physical enhancement projects on the ground. The Project Officer role is an exciting opportunity for an experienced and knowledgeable individual to build on their existing skills to oversee all stages of river and catchment enhancement projects, from conception to development, design and physical implementation.

River enhancement projects may 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 & paleochannels, 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.

Using your freshwater expertise and proven ability, you will proactively lead on medium and smaller scale projects while working closely with other staff, external partners and stakeholders. You will work with the rest of the team, drawing on the experience of more seasoned staff to help your personal career progression and likewise overseeing Assistant Project Officer and imparting your knowledge onto them. Most importantly of all, you will support the whole team, your line manager and the wider organisation.

This role is offered on a permanent contract basis. This is an exciting opportunity to join and support a growing and dynamic team making a real difference for the environment.

## KEY DUTIES AND RESPONSIBILITIES

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

- 1.1. Facilitate the identification, development and design of a programme of projects, using sound science and best practice.
- 1.2. Lead on both internal and external input of specialist/technical advice as required for project design (e.g. flood modelling, fish passage options and technical design).
- 1.3. Secure all necessary permissions as required, such as environmental consents (e.g. FRAPs), Planning Permission, landowner agreements etc.
- 1.4. Develop and maintain positive and professional relationships with partners and stakeholders, working with them to develop projects.
- 1.5. Contribute to funding and project management processes as required, including budget and resource management.
- 1.6. Collaborate with other staff in the design and implementation of monitoring programmes to evidence project outcomes.

### 2. Delivering Restoration and Enhancement Projects

- 2.1. Lead or support on the delivery of enhancement projects, managing colleagues, contractors, volunteers and partners to deliver, as appropriate.
- 2.2. Be responsible for engaging and managing contractors where appropriate.

- 2.3. Be responsible for Health and Safety compliance, promoting a collaborative approach to ensure successful project outcomes.
- 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. Support the fundraising and growth processes of the Trust and the rivers trust movement.
- 3.3. Use specific technical skills to support other staff and projects where appropriate.
- 3.4. Mentor Assistant Project Officers where applicable.
- 3.5. Other duties as may be appropriate to the position.

## PERSON SPECIFICATION

Please keep this list of competencies 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 relevant work experience in river restoration projects and /or conservation work.	X	
At least two years' experience either designing, overseeing or delivering freshwater and/or catchment enhancements or similar environmental projects.	X	
Demonstrable experience of successful project management including budgets, milestones and reporting.	X	
Certified training in relevant practical skills e.g. chain-sawing, brush-cutting etc.		X
Experience of working with contractors to deliver projects including procurement/tendering processes and contracts.		X
Experience using design software (CAD, CorelDraw etc)		X
<b>Knowledge and Understanding</b>		
A good understanding of freshwater aquatic ecosystems.	X	
A good knowledge of the techniques used to improve rivers and their catchments.	X	
A good awareness of health and safety legislation.		X
<b>Skills &amp; Personal Attributes</b>		
Competent, physically fit and comfortable to work in and around rivers.	X	
Excellent organisational skills.	X	
Proficient IT skills, particularly MS Office.	X	
Excellent communication skills for both internal and external audiences.	X	
Genuine enthusiasm, upbeat and passionate about delivering healthy river ecosystems.	X	
A self-starter, able to work to a common goal unsupervised.	X	
<b>Miscellaneous</b>		
Commitment to equality of opportunity.	X	
Full driving licence and access to private vehicle for work use.	X	
Suitable, safe home working environment.	X	
Ability to work occasional evenings and weekend if required.	X	

## Terms of service

Salary: £27,000 - £31,200

**Contract period:** Full time (37.5 hours per week). This is a permanent position, subject to a six-month probation period.

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

**Homeworking and vehicle:** It is expected that the position a mix of home and office based (Leatherhead), with regular 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.

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

---

## 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
  - Additional leave accrued after 3 years service
  - 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
-

## 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

We are running a rolling application and interview process, with final interviews taking place by Tuesday 24<sup>th</sup> October (via Zoom).

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.

---

## 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.