

## WATER AND WETLANDS (Love your River) OFFICER– JOB DESCRIPTION

**Responsible to:** Head of Conservation  
**Responsible for:** Volunteers, community groups, contractors and consultants.

**Key Relationships: (internal)** Head of Conservation, The Communications Officer, Education Officer, other trust staff and Director

**Purpose of the post:** To deliver the Trust’s Lover Your River community engagement projects landscape restoration work in relation to water and wetlands. The scope of which includes: working with on project bids and delivering improvements. Developing links with the Environment Agency, Severn Trent Water, local councils and local business.

**Key Activity Areas:**

(a)	<p><b>Love Your River</b></p> <ul style="list-style-type: none"> <li>• Engage with local community groups- creating an understanding of water quality issues.</li> <li>• Set up new volunteer teams and support existing ones</li> <li>• Set up and deliver volunteer training events</li> <li>• Raise awareness spread the word through the use of social media</li> <li>• Build partnerships with key organisations such as the Environment Agency, Severn Trent Water, local councils and other organisations.</li> </ul>
(b)	<p><b>Contribute to the Development and Delivery of the Living Landscapes initiative and Other Development Projects as Required</b></p> <ul style="list-style-type: none"> <li>• Contribute to the delivery of the Living Landscape Areas focusing on wetlands</li> <li>• Develop and deliver specific wetland conservation, restoration and re-creation projects as agreed including Environmental Stewardship Schemes.</li> <li>• Work closely with the Environment Agency to deliver improvements to water course habitats and help meet the Water Framework Directive targets.</li> <li>• Landowner liaison including advice and support in regard to habitat management, creation and restoration of wetlands</li> <li>• Project management for the creation of wetland habitats.</li> <li>• Advise the Reserve Officers on wetland management and creation as required.</li> <li>• Develop and collate a list of potential projects and be ready to react should funding arise.</li> <li>• Deliver the Catchment Based Approach (CaBA) in partnership with the Severn Rivers Trust in the Worcestershire Mid Severn</li> </ul>

<b>(c)</b>	<p><b>Strategies and Policies</b></p> <ul style="list-style-type: none"> <li>• Contribute to the development of The Wildlife Trusts' policies and strategies where relevant</li> <li>• Contribute to our work with external partnerships, acting as advisor on wetland creation and management policies</li> <li>• Contribute to target setting for Water Framework Directive projects</li> <li>• Input into schemes and proposals where significant threats to, or opportunities for, wetland biodiversity have been identified</li> </ul>
<b>(d)</b>	<p><b>Finances</b></p> <ul style="list-style-type: none"> <li>• Contribute to the preparation of annual budgets as required</li> <li>• Develop, monitor and manage project budgets against agreed targets</li> <li>• Identify opportunities for income generation and, where appropriate, seek external funding in co-operation with other staff</li> <li>• Ensure all claims are submitted to required standards and timetable</li> </ul>
<b>(e)</b>	<p><b>Communication</b></p> <ul style="list-style-type: none"> <li>• Maintain regular contact to ensure the Head of Conservation is kept informed and aware of progress and issues.</li> <li>• Contribute information to the Trust's website.</li> <li>• Liaise with relevant key partners (EA, Severn Trent Water and the Rivers Trusts)</li> <li>• Keep the relevant trust officers informed of best practise opportunities.</li> <li>• Contribute to other media and publications as directed</li> <li>• Provide reports on specific activities, programmes and achievements for both internal and external audiences</li> </ul>
<b>(f)</b>	<p><b>Legal obligations</b></p> <ul style="list-style-type: none"> <li>• Manage activities and volunteers to ensure that all legal (including Health and Safety), and contractual obligations (including those with funders) are fully met, working with other staff where appropriate</li> </ul>
<b>(g)</b>	<p><b>Contribute to the overall work of the Trust</b></p> <ul style="list-style-type: none"> <li>• Attend and contribute to team meetings, operations group and other committees and groups as required.</li> <li>• Assist with, attend and support events and educational activities etc as required</li> <li>• Carry out other duties as directed by the Trust senior management team</li> </ul>

September 2016

## **PERSON SPECIFICATION - WATER AND WETLANDS OFFICER**

### **Experience**

- Community engagement
- Working with volunteers
- Contractor management
- Successful team working
- Full clean driving licence
- Budget management
- Experience in a relevant role

### **Skills**

- Communications (written and verbal)
- An ability to engage with a wide range of people and instil enthusiasm for a project
- Presentational skills, including report writing and production of PowerPoint presentations
- Time management
- Project development and management
- IT (including MS Office, GIS and other relevant packages)

### **Knowledge**

- Good knowledge of wetland ecology
- Wetland management and re-creation
- Environmental legislation and policy relevant to post
- Budget management
- The use of digital media
- Ecological survey and monitoring systems
- Health and Safety Regulations

### **Personal Qualities**

- People person, excellent communicator at all levels
- Self-motivated
- Innovative and forward thinking
- Enthusiasm for the cause
- Ability to work under pressure
- Good at evaluating options
- Able to work independently or as part of a team
- Prepared to work flexibly with occasional evening and weekend work as required.