

TRAINEE FLOOD ENGAGEMENT OFFICER

Number of jobs	1
Region	Thames Region
City/Town	Waltham Forest and wider area
Post Type	Permanent
Working Pattern	Full Time – 37.5 hours per week.
Role Type	Operational delivery
Salary Range	£19,000 – £25,000
Security checks	DBS check required

Contact and additional information

- This position is Home based and it will be necessary to work throughout the Thames Region
- A full driving licence and access to a car is essential for the role
- The role will involve evening and occasional weekend work

Job description

The role we are seeking helps communities to work in partnership with flood risk management agencies to better manage flooding and its impacts in their area. This will involve working with communities at flood risk and agencies using methodologies developed by the National Flood Forum and used successfully around the country.

We are seeking someone warm and approachable, who will be required to work in Waltham Forest and the wider Thames Region and potentially other areas in England & Wales. You will need to be able to engage appropriately and effectively with grass root communities at risk of flooding, as well as professional organisations and have proven project management skills.

Day to day you will work directly with members of the public in communities and liaise closely with external organisations.

Co-workers

The National Flood Forum team is small, intimate and extremely supportive of one another. Officers work in projects across the country but speak and meet on a regular basis. Training and experience is gained alongside these officers in their areas.

Experience and skills required

You will need to:

- Have experience & excellent written and verbal communication skills.
- Be highly organised, flexible, able to self-manage and prioritise workloads.
- Have experience of managing projects and writing formal reports
- Have patience, understanding and exceptional listening skills
- Be confident at engaging with all kinds of people over the phone, through virtual meetings and in person and be able to adapt your behaviour to different situations and people

Competencies required

Competence 1 - Communication

Communicates Effectively – Communicates clearly and effectively with a wide range of people, including communities and professional partners, taking account of the audience and their needs

Description - Listens and questions to understand. Works to facilitate and support the community's perspective.

Competence - *Shows commitment to putting the public & client first and takes pride in delivering a consistently high quality service. Demonstrates active listening skills and tact in working with the public and professional partners.*

Competence 2 - Delivery

Delivering projects - Focuses on results, organises and prioritises for effectiveness, develops and delivers on plans.

Description – Manages projects effectively and writes reports efficiently and to a professional standard

Competence - *Organises and delivers tasks effectively. Produces comprehensive and well written reports, evaluations and statistics*

Competence - *Results focused; delivers on the targets for the project, continually monitors performance and takes corrective action where necessary*

Competence 3 – Team working

Managing self - Works co-operatively and flexibly with other members of the team towards common goals.

Description - Has full awareness of own strengths, weaknesses. Effectively organises self and takes personal responsibility for own role in the National Flood Forum

Competence - *Understands and recognises own role within the team. Works effectively with team members to deliver results*

Competence - *Understands the charitable objectives of the National Flood Forum*

For further details about the role or informal discussion please contact Amanda Davies amanda.davies@floodforum.org.uk or 07734 899708

To apply - Please send a CV (maximum 2 sides) and supporting statement (maximum 1 sides) demonstrating how you meet the requirements. Please tell us how you heard about this position on your application.

Send to Jean Timmins, - jean.timmins@floodforum.org.uk or post: National Flood Forum, PO Box 7643, Bewdley, Worcestershire, DY12 9BL

Closing Date: 28th January 2022 at 09.00 hours. Interviews will be held on 9th February 2022

The National Flood Forum Equal Opportunities Monitoring Form

The National Flood Forum believes in equal opportunities.

We want to make sure that we are an equal opportunities employer in practice, which is why we want to monitor our recruitment procedures. We will separate this part of the form from the rest of the application. It will not form part of the selection process.

Please tick the appropriate boxes:

1. Gender

Male Female Prefer not to say

If you are undergoing the process of gender reassignment, please tick the box that applies to your future gender.

2. What age group do you belong to?

18-25 26-35 36-45 46-55 Over 55 Prefer not to say

3. Do you consider that you have a disability?

Yes No Prefer not to say

4. Do you have a disability as defined by the Disability Discrimination Act?

Yes No Don't know Prefer not to say

5. Do you consider that you have a long-term health problem?

Yes No Prefer not to say

6. How would you describe your religion or belief?

My religion or belief is _____

I have no religion or belief Prefer not to say

7. How would you describe your nationality?

British English Scottish
 Welsh Irish

Other (please describe) _____

8. How would you describe your ethnic origin?

White/Mixed

White White and Black
Caribbean

White and Black
African

White and Asian

Any other Mixed background (please describe)

Asian

Indian

Pakistani

Bangladeshi

Any other Asian background (please describe)

Black

Caribbean

African

Any other Black background (please describe)

Chinese

Chinese

Any other ethnic group/background, please describe

Prefer not to say

Thank you for your help.