



Job Description

- Job title:** UK Programme Coordinator – Riverfly Partnership
- Salary:** Starting salary £22-25k dependent upon experience
- Hours:** 37.5 hours per week (job share is possible)
- Location:** FBA offices, Newby Bridge Windermere, Cumbria / hybrid working negotiable.
- Reports to:** Riverfly UK Programme Development Manager / Riverfly Programme Board
- Project Background:** The Riverfly Partnership is a dynamic network of organisations, representing anglers, conservationists, entomologists, scientists, water course managers and relevant authorities, working together to protect the water quality of our rivers, further the understanding of riverfly populations and actively conserve riverfly habitats. The Partnership was set-up in 2004 and the Freshwater Biological Association (FBA) has been hosting and managing the programme since 2014. During this time the programme has developed into one of Europe's longest running, large-scale citizen science projects. To date, over 2,500 volunteers have sampled 2,600 sites in 91 catchments in England, generating a total of 36,700 records. Volunteers are active throughout the year, sampling their sites monthly.

Riverfly monitoring has been used by volunteers as a 'miner's canary' to identify potential pollution incidents and ecological deterioration of rivers using an invertebrate abundance scoring methodology. There are many examples where Riverfly citizen scientists have been the first to identify serious pollution incidents and their data have been used to bring prosecutions against polluters. To date, activities have focussed on English rivers due to funding and resource constraints. However, in 2022 the FBA secured a substantial grant by the Esmée Fairbairn Foundation to enable us to build upon our strengths and establish a sustainable and strategic platform for Riverfly, and to expand our range of activities throughout the UK.

Job purpose:

The Riverfly UK Programme Coordinator will be responsible for:

- Building and sustaining proactive working relationships with Riverfly hubs (new and existing)
- Engaging new and diverse audiences to participate in grassroots freshwater citizen science, especially in urban areas.
- Promoting and enabling volunteer progression through participation in Riverfly sampling programmes.
- Supporting and developing training and refresher courses.
- Ensuring high training standards are maintained
- Maintaining the content of the Riverfly website, social media and Cartographer, national database.
- Provisioning of technical support material and advice to hubs and volunteers.
- Promotion of Riverfly to professional and community stakeholders

Note: There will be two national coordinators in post - one position is already filled.

Key external contacts:

Environment Agency, National Resources Wales, Riverfly Hubs, Riverfly Trainers, Riverfly Advisory Group, Natural England, Scottish Environmental Protection Agency, Buglife, CaBA Partnerships, River and Wildlife Trusts, other NGO's and civic society groups.

Key internal contacts:

Riverfly Programme Manager, 2nd Riverfly Co-ordinator, Head of Science, Business Manager, Executive Director, Admin Officers, FBA Fellows, Co-chairs of the Riverfly Partnership.

Financial Dimensions:

N/A. However, will be responsible for day-to-day management of agreed budgets and purchasing.

Key Skills and Behaviours

ATTRIBUTES	ESSENTIAL CRITERIA	DESIREABLE CRITERIA
Experience	<p>Ability to communicate well and inspire partners, stakeholders and volunteers.</p> <p>Ability to interpret and analyse data and act on the results to improve the programme</p> <p>Track record of working with volunteers and/or civic society groups.</p>	<p>Experience of working in a biological and environmental monitoring environment.</p> <p>Practical experience of working with and co-ordination of volunteer programmes (ideally freshwater citizen science)</p> <p>Use of social media</p>

	<p>Ability to develop and manage spreadsheets and databases.</p> <p>IT literate with experience of Office 365, management of databases and SharePoint</p> <p>High standard of written communication and report writing.</p>	
Knowledge	<p>Working knowledge of aquatic entomology.</p> <p>Educated to degree level or HND level and/or to 2-4 years sector experience.</p>	<p>Understands how to embed Equality, Diversity and Inclusion approach to stakeholder and volunteer engagement.</p>
Problem solving	<p>Ability to:</p> <p>Consider potential difficulties and offer workable solutions.</p> <p>Make rational judgements and apply them to improve the volunteer, stakeholder and partner experience.</p> <p>Pro-actively seek out feedback which can be used effectively to improve processes.</p>	
Stakeholder focus	<p>Builds rapport quickly and easily establishes relationships with hub co-ordinators volunteers and organisations in the Advisory Group</p> <p>Ensures high standards are achieved and customer needs fulfilled.</p> <p>Actively encourage participation and development of citizen scientists.</p>	
Team Working	<p>Develop effective and supportive relationships with hub coordinators, volunteers and colleagues.</p> <p>Respect and work well as part of a team and make a positive contribution.</p>	

	Understand the needs of both internal and external colleagues.	
Communication	<p>Produces written communication which is fluent, clear, concise and tailored to intended recipient(s).</p> <p>Speaks clearly, fluently and in a compelling manner to both individuals and groups.</p> <p>Tailors communications to appeal to, include and engage different audiences.</p>	
Planning and organising	<p>Organises own time effectively, prioritises workload and meets deadlines.</p> <p>Communicates effectively with team members to divide tasks and deliver high-quality outputs.</p> <p>Well organised with an attention to detail.</p> <p>Establishes procedures for monitoring progress against plans and objectives.</p>	
Reliability	<p>Follows directions from line manager / programme board and respects policies procedures and working culture of FBA.</p> <p>Strong team-player who fosters and collaborative and supportive working environment.</p>	
Special requirements	<p>The role may require working outdoors in all weathers.</p> <p>UK travel from time to time.</p> <p>Weekend, evening and holiday working may be required to match the needs of volunteers</p> <p>Must possess a full UK driving licence.</p>	Own transport would be an advantage

Additional Information

This is a full-time, fixed term role until the end of March 2026. The role is office-based at our site on the shores of Windermere, but travel throughout the UK may occasionally be required (expenses paid). There are opportunities for some home working. A driving licence is essential.

How to Apply

Please send a covering letter and CV to info@fba.org.uk, detailing why you would be the best candidate for this role. Consider the key responsibility areas and deliverables when applying. The closing date for applications is 14th March with interviews anticipated in late March / early April. Interviews will be held face-to-face at FBA's offices in Newby Bridge, Cumbria.