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## Job Specification

# Conservation & Volunteering Officer

Purpose:	Delivering the conservation operations and volunteer programme
Reports to:	Head of Land Management
Location:	Clitheroe
Hours:	37.5 hours per week
Salary:	£26,500
Contract:	Fixed term 2 years with possibility of extension

Ribble Rivers Trust (RRT) is a regional charity established in 1998 to conserve the Ribble Catchment, particularly its rivers, brooks, becks, and streams. Over the last 10 years, RRT has developed and grown into a sector-leading organisation, known for getting things done, strong partnership working and a collaborative approach.

We have five teams focusing on Data and Evidence, Land Management, People and Learning, River Conservation and Core Services. Every team member is empowered to achieve their best. Our teams work collaboratively on integrated projects to improve, protect and create a mosaic of habitats and land uses that will lead to a healthy riverine environment. This is underpinned by a science-driven approach that delivers multiple benefits.

The Trust also works collaboratively and in partnership with a range of organisations, such as the Environment Agency, United Utilities, Jamie's Farm, Woodland Trust, Lancashire Wildlife Trust, Yorkshire Dales Millennium Trust, The Forest of Bowland AONB, and many Local Authorities.

With Support from Defra's Species Survival Fund we are launching a new programme of river improvement projects called 'Ribble Revival: Room for Rivers'. This programme has significant amounts of on the ground habitat conservation activities, with most having

elements of volunteering. These activities include; tree planting, woodland maintenance, fencing, wetland plug planting, and Fish Passage, to name a few. This role will undertake the delivery of many of these activities independently and through the supervision of volunteering days. The role will ensure that we create and maintain high quality habitats, as well as ensuring volunteers work safely, deliver positive conservation actions, are engaged & learning about river conservation and enjoying nature.

As such, the Trust is looking to recruit a competent, dynamic, and enthusiastic person who will be joining a creative and dedicated team, committed to making a difference to the environment. This person will have knowledge of developing and delivering volunteer days, including preparation activities, tool box talks to volunteers, and supervising volunteers.

The successful candidate will have knowledge of topics such as catchment/landscape-scale conservation, ecosystem services, river restoration, and how physical improvement projects deliver these topics. The Conservation and Volunteering Officer responsibilities are:

- Liaising with both internal colleagues and partner organisations to arrange and carry out with a range of conservation activities
- Develop a programme of conservation activities to be undertaken,.
- Undertake conservation works in line with the programme, including with volunteers
- Produce reports on the condition of habitats created, identifying ongoing maintenance requirements.
- Keep records, e.g. of attendees and work carried out
- Organising of volunteer days, including the production of Risk Assessment and Methods Statements for volunteering activities
- Leading a range of different types of volunteering days and/or events including
  - Giving tool box talks
  - ensuring safe working by volunteers
- Storage, Care and maintenance of other equipment and tools.
- Provide feedback and updates for reporting, evaluation and wider information management
- Deliver wider engagement activities e.g. attending shows, carrying out surveys.
- Undertake training as required
- Any other duties as reasonably required

## Person Description

The successful candidate will be able to demonstrate that they are exceptionally self-motivated and passionate about managing and improving the environment. They must also be a good communicator with a strong background in the environmental sector and passionate in engaging the public and involving volunteers.

## Essential

- Valid driving licence and own car, insured for business use
- Degree level or equivalent related experience in the environment sector
- Knowledge of a range of catchment processes and how they interact
- Experience in delivering a range of conservation activities
- Experience of managing volunteers
- Able to work flexibly including weekends and evenings
- Excellent record keeping and information management
- Use of GIS
- Ability to work on the differing tasks identified in the Job Description at the same time
- Excellent presentation skills and communication skills for a wide range of audiences
- Possessing good interpersonal skills, both face-to-face and over the phone
- Reliability, good attendance and work performance
- Ability to set performance objectives and ensure these are achieved
- Excellent organisation / admin skills and attention to detail –
  - Good IT skills and proficient in Microsoft Office Software
  - Keeping records of work undertaken
  - Keeping records of expenses incurred
  - Awareness of the need for confidentiality.

## Desirable

- Knowledge of the Ribble Catchment
- Qualified in the use of Chainsaws, Brush Cutters and Knap sack sprayer

## Some of the benefits of working for Ribble Rivers Trust

- The post holder will be based in a hybrid working environment, based a minimum of 3 days a week at RRT's offices in Clitheroe (Tuesday to Thursday), with the option to then work 2 days a week from home (Monday and Friday) subject to operational requirements.
- The Trust operate core hours of 10:00 – 16:00, and remaining contracted hours can be undertaken flexibly, as well as a TOIL policy where extended working is required
- Following the probationary period, we offer entry into our Stakeholder Pension Scheme

- 25 days annual leave (plus bank holidays), rising by 1 day for each years' service to a maximum of 30 days total
- Opportunities for growth and learning through internal and external training, as well as opportunities to try different roles and responsibilities, supporting professional development
- 45p per mile for work travel from place of work to site, claimed through expenses
- Potential for relocation expenses for the right candidate
- Regular team away days, and social activities