

Job Description

Job Title	River Restoration Officer
Location Of Job	Nene Rivers Trust CIO Building 14 Chester House Estate Higham Road Irchester Northamptonshire NN29 7EZ
Post holder reports to:	Chief Executive Officer
Reporting To Post holder:	Volunteers
Salary:	£27,888 - £34,858 (skills dependent)

Overall Purpose Of The Job:

The River Restoration Officer will be responsible for the development and delivery of river and wetland restoration projects in the Nene Catchment including Natural Flood Management Measures and Sustainable Urban Drainage projects.

Main Duties:

	Main Responsibilities	% time spent
1.	Develop projects for the improvement of the ecological status of waterways within the Nene Catchment from initial scoping and site assessment to detailed design, permitting and supervision of sub-contracted works.	50%
2.	Coordination and secretariat support of the Nene Valley Catchment Partnership and the associated working groups.	10%
3	Work closely with peers and partners to support the delivery of education and awareness programs.	20%
4.	Maintain project management records including financial tracking.	5%

5.	Supervise volunteers in the delivery of soft engineering elements of projects where appropriate.	5%
6.	Support the NRT team in the maintenance of digital assets and broadcasting messages through social media channels and the website.	10%

Knowledge and Experience:

Essential:

Educated to degree level in an appropriate technical or scientific subject, such as ecology, geomorphology, fisheries ecology, river engineering, physical geography or similar. At least two years relevant work experience in a technical river management related position.

Also:

- Excellent IT skills including working with Excel PowerPoint, drawing and ArcGIS.
- Excellent organisational and communication skills (presentation and report writing) appropriate to a wide range of audiences.
- Ability to plan, budget, and deliver work under own initiative, to deadlines and coordinating with others.
- Methodical with attention to detail.
- Understanding of UK river restoration/management related issues.
- Proven ability to work as part of a small busy team.
- Full driving licence and own vehicle

Planning and Organising:

The post requires planning of own workload (multiple activities planned on monthly/quarterly/yearly basis) to own deadlines and to integrate with those of others. The timescales will depend on the nature of tasks and phasing during year but this may be complex and require flexibility and revision.

The post will require co-ordination of/with external project partners and other NRT officers, planning meetings, workload and regular reporting to supervisor.

Key activities within the job include organising on-site assessments developing plans and identifying priorities, whilst assisting in securing funding for agreed projects and supervising implementation of works. The post will require excellent organisation ability.

Communicating and Influencing:

Liaising with Key Project Partners, the Nene Valley Catchment Partnership and NRT officers on an as needs basis.

The post holder will influence key external organisations including DEFRA Agencies, local authorities, consultants, contractors, landowners and NGO's in the Nene catchment. The post holder will quickly need to gain all of the relevant background information on the project and

the river to meet delivery targets and suggest improved ways to better manage the river to achieve targets.

The post holder will frequently be influencing landowners, Environment Agency staff and others through assessment, advice and reports. This will in many cases change the way in which these individuals view and manage their land or responsibilities.

Communication and gaining local respect will require detailed assessment of the level of understanding of the audience as well as presenting the necessary information to the local community and also experienced managers/technical staff in a way that is attractive to that audience. The post holder will work closely with the Communications staff at the Nene Rivers Trust to achieve this.

Problem Solving:

Evaluation and solutions will require a large degree of own thinking, innovation and application of concepts from elsewhere. Both large and small projects are likely to be complex in nature, with support available on request where the post holder identifies.

Generating funding to deliver priority projects will involve co-ordinating grant applications, liaising with government agencies on spending plans and third sector groups to build partnerships and volunteer labour.

Project proposals will need bespoke solutions to be provided based on the latest 'best practice' available.

Decision Making:

Planning, budgeting, timing and delivery of core tasks will be undertaken at the discretion of the post holder, often in liaison with the other NRT officers. Updating other NRT staff at weekly meetings. The post requires a high degree of remote working and a degree of independence in decisions on planning, budgeting timing and delivery of workload, as well as what should be referred.

Major items of work and project design to be undertaken in conjunction with (supported by) senior NRT and Environment Agency Staff and others as required.

Impact:

The post has the opportunity to influence current and future UK river restoration and conservation work, both locally at the project delivery level and nationally through the broader Rivers Trusts network.

The post holder is also in a position to help to inform and guide environment agency staff and provide significant technical input to the next Anglian River Basin Management Plan (a statutory UK and EU requirement).

Other Responsibilities:

- Administer own work, files and records, attend and contribute to team meetings. Undertake funding and monitoring reports in line with funder requirements.
- Health & Safety: Observe NRT policies at all times including the Health & Safety Policy, undertake Risk Assessments for sites and activities, COSHH assessments and adherence to Safeguarding Children and Vulnerable Adults Policy and Volunteering Policy.
- Equal opportunities: To work at all times within NRT's Equal Opportunities Policy and to promote equal opportunities
- Undertake any other duties, as appropriate to the post, as delegated by their line manager.

The post holder must be available to work flexibly, including evening and weekend working, for which time off in lieu will be given.

An element of this job will include lifting and carrying heavy objects.

The post will involve travel — the post holder will need to have access to a vehicle to be able to travel to a range of sites with little or no public transport for which mileage will be reimbursed.

We expect you to carry out your job responsibilities in an environmentally aware manner, ensuring as little damage to the environment as possible. Our aim is to ensure all resources are utilised effectively and efficiently. You will be expected to apply 'sound value for money' principles in undertaking purchasing or supply of goods and services.