

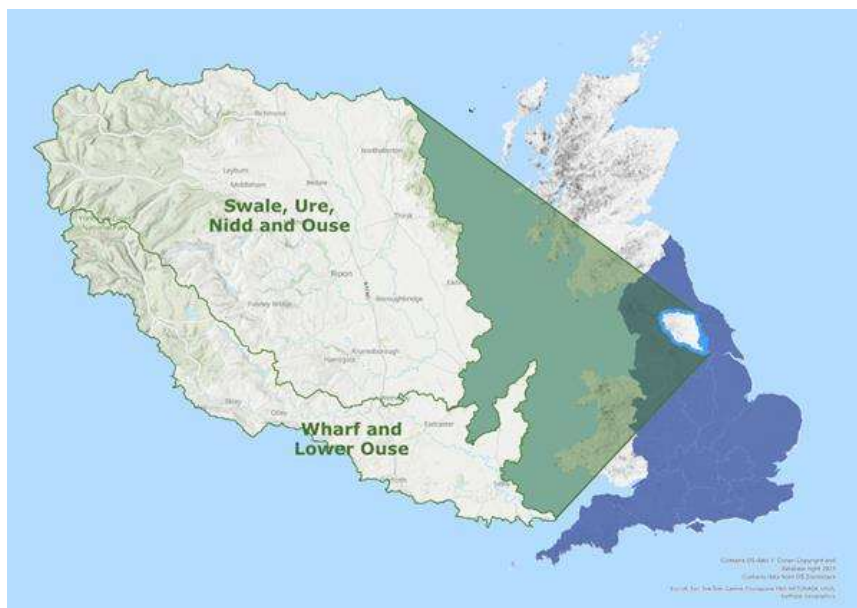


Job Overview

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| Job title: | Project Officer |
| Location: | Hybrid working - work throughout the Yorkshire Dales and surrounding area as part of a small, dispersed team. |
| Accountable to: | Project Manager – River Enhancement |
| Salary: | £28,446 - £31,803 (depending on experience) |
| Hours: | 37.5 hours per week |
| Term: | 12 months initially with potential for extension |
| Transport: | You will be required to provide a car but will be reimbursed for business-related mileage (currently 45 pence per mile) within the catchment. |
| Employment subject to: | Satisfactory references and four-month probationary period. |

Background

Yorkshire Dales Rivers Trust (YDRT) is dedicated to the conservation and restoration of rivers and their catchments within the YDRT catchment area. We work collaboratively with local communities and action groups, national parks, and various environmental organisations to deliver impactful projects that restore our rivers, enhance biodiversity, improve water quality, and increase resilience to climate change.



YDRT Catchment Area

Project Officer – Solutions for the SUNO

Job Description

This is an exciting opportunity for a passionate and skilled individual to join our team as a Project Officer. You will play a crucial role in delivering YDRT's 'Solutions for the SUNO' project, ensuring all milestones and deliverables are met within the 12-month project period. This includes developing detailed project plans, coordinating with landowners, partners, and stakeholders, and hosting community events.

The successful candidate will work with farmers, landowners, contractors, partner organisations, volunteers, and other YDRT staff to develop land management and river restoration proposals aimed at improving the water quality and habitat of rivers across YDRT's catchment area.

The Project Officer will utilise the latest modelling and mapping outputs provided by the Rivers Trust to inform the design of proposals, aiding the identification of opportunities for nature-based solutions that deliver multiple benefits for the water environment (including climate change resilience, natural flood management, habitat connectivity, and water quality enhancement).

They will build strong working relationships, negotiate conservation proposals, and ensure that all parties are kept well informed and engaged throughout the project. They will liaise with farmers and landowners to explain the objectives of the project, gain permission to carry out works on private land, and seek funding and/or practical contributions towards delivery in later years.

The Project Officer will apply habitat and species survey methods, as well as general knowledge of river and catchment restoration techniques, to ground-truth modelling outputs and ensure that recommendations made are fit for purpose, beneficial, and relevant.

The Project Officer will manage all aspects of their projects, ensuring they are delivered on time and to budget. Importantly, they will seek external funding opportunities and assist with submitting funding bids to support delivery of proposals made in following years.

The successful candidate will work closely with other YDRT staff to design and host successful community events and workshops. Events and workshops will involve sharing and explaining model outputs relevant to the audience and area, providing the tools and understanding for community groups to lead and on their own conservation projects.

The project officer will also promote the project through the Trust's website, social media, and newspaper articles, working closely with YDRT's Communications & Marketing Officer.

Partnership collaboration is a fundamental aspect of YDRT's delivery; the Project Officer will agree priorities with project partners, including the Nidderdale National Landscapes, Yorkshire Dales National Park, and the Yorkshire Wildlife Trust, ensuring proposals compliment on-going catchment initiatives. They will seek

opportunities to maximise the benefits of their projects and efficiencies through collaborative partnership working.

The role will be home based but will work across YDRT's catchment area, including hot-desking at the Trust's office in Pateley Bridge.

The post holder will be flexible, with occasional evening and weekend working. The post-holder will work well both alone and as part of a team of paid staff and volunteers.

While the initial contract for this role is for 12 months, there is potential for the position to be extended beyond this period. This extension would provide the successful candidate with the opportunity to see their project plans come to life in the following years. The initial 12 months will be focused on creating detailed proposals, liaising with landowners, and helping to secure funding, which are crucial for the successful implementation of projects in the coming years.

Job Specification

| Main objectives |
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| Deliver YDRT's Solutions for the SUNO project within the 12-month period. |
| Develop proposals that will improve the water quality and habitats of rivers within YDRT's catchment area. |
| Work with farmers and landowners to develop river restoration proposals, and to promote sustainable land management and water friendly farming techniques |
| Host community events to share model findings and help to up-skill local communities to deliver conservation projects. |
| Increase project delivery potential through partnership funding opportunities. |
| Collaborate with project partners to ensure project objectives are met. |
| Key responsibilities |
| Design and plan management and river restoration proposals, managing programmes of work and stakeholder communication. |
| Develop proposals to improve water quality and river and catchment habitats. |
| Organise and deliver events and workshops to promote the project's objectives, encouraging participation from local community groups. |

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| Keep accurate records on all project activities and provide regular updates to the YDRT team and project partners. |
| Consider and incorporate health and safety into project proposals to ensure safe working and that any future works can be delivered safely. |
| Identify and support applications to appropriate funding sources to enable the delivery of projects in future years. |
| Act in a resource-efficient way and minimise the impacts to the environment wherever possible. |
| Promote the work of YDRT and partners in the course of day-to-day activities and at events, presenting a positive and welcoming image of the Trust to everyone. |
| Act as an ambassador for the Trust's projects and wider work. |

This job description and specification cannot cover every issue or task that may arise. The successful candidate may be expected to carry out other duties which are consistent with the aims and objectives of the post.

Job-holder Competency Profile

| Category | Competency | Requirement |
|--|---|--------------------|
| Qualifications & Experience | A degree in a relevant discipline and/or qualified by relevant experience | Essential |
| | Current driving licence and vehicle which can be used for work purposes | Essential |
| | Proven record of developing project proposals or environmental packages of work | Essential |
| | Proven experience of delivering projects or environmental packages of work | Essential |
| | Experience of working with community groups from a range of backgrounds | Desirable |
| | Experience of working with farmers to develop projects | Desirable |
| Knowledge | A good general knowledge of river ecosystems | Essential |

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| | A good general knowledge of river and catchment restoration techniques | Essential |
| | A good general knowledge of agriculture and the constraints facing farmers | Desirable |
| Skills | Ability to use Windows/Microsoft Office-based computing skills including Word, Excel, Power Point and Email | Essential |
| | Ability to use Arc GIS software | Essential |
| | Excellent administrative and organisational skills | Essential |
| | Ability to communicate using websites and social media | Desirable |
| | Ability to communicate with a variety of different people | Essential |
| | Experience in producing funding applications | Desirable |
| | Experience in managing a budget | Desirable |
| | Ambition, self-motivation, and dynamism with an ability to work on one's own initiative | Essential |
| | Pro-active and insightful, knowing when to seek help and solve problems at an early stage | Essential |
| | Highly resourceful and creative, with a proven ability to problem solve | Essential |
| | Ability to prioritise and organise resources to deliver work on time, to budget, and within agreed quality standards | Essential |
| | Ability to lead and inspire others | Desirable |
| | Adaptable, with the ability to work both independently and as part of a team | Essential |
| | Capacity and aptitude to work flexibly, with occasional evening and weekend working | Essential |
| | Workspace at home, conducive to productive home working | Essential |

Terms and conditions

The following terms and conditions are typically offered to Yorkshire Dales Rivers Trust staff and are set out as a guide only. Terms and conditions may vary according to circumstances and this summary does not form part of any subsequent employment contract.

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| Salary: | £28,446 - £31,803, depending on experience. Full time hours of works are typically 37.5 hours per week. |
| Probationary period: | 4 months. During the probationary period, the contract may be terminated with one week's notice. |
| Annual leave: | 25 days annual leave, plus bank holidays. |
| Pension: | Contributory pension. The Trust contributes 9% salary. |
| Location: | The Trust has an office in Pateley Bridge. The successful candidate will have a hot desk available in the office but is not expected to work from the office every day. |

To apply:

If you wish to apply, please send a CV (no more than two sides of A4) and covering letter (no more than two sides of A4), outlining how you meet the requirements of the person specification and job description by email to Marie Taylor at marie.taylor@ydrt.co.uk

Applications must be received no later than 9am on Monday 14th April.

Successful applicants will be invited to interview in person. More information will be provided if short-listed.

If you would like more information on the role before submitting an application, you may contact sarah.lonsdale@ydrt.co.uk.

The Yorkshire Dales Rivers Trust

The Yorkshire Dales Rivers Trust is a registered charity covering the Swale, Ure, Nidd, Ouse and Wharfe catchment areas with a mission to:

- Protect and enhance river environments and inspire others to contribute;
- Provide opportunities for people to learn about and enjoy rivers;
- Encourage partnership and collaborative working at a catchment scale.

The Trust undertakes a wide range of practical projects to improve the water quality and habitat of rivers and streams and to inspire other people to care about them. This includes working with farmers, landowners and communities to reduce water pollution, improve river habitat, address barriers to fish migration, and reduce the risk of damage from flooding. Volunteers have always been an essential component of the Trust, assisting with practical conservation work, monitoring and events.

The Yorkshire Dales Rivers Trust also hosts a catchment partnership, the Dales to Vale River Network, as part of the 'Catchment based approach' initiative, which act to facilitate collaborative working and coordinate partnership activities across the catchment.

The Trust evolved from a group of committed volunteers and is now overseen by a board of volunteer trustees. The Trust currently employs nine members of staff who are home-based with occasional use of office space at Pateley Bridge. The working culture of the Trust encourages a professional, committed and independent approach.

More information about the Trust can found on our website:

<https://www.ydrt.org.uk/>