**Head of Freshwater – Maternity Cover**

**Job Description and Person Specification**

**Reports to:** Director of Nature Recovery

**Contract:** Full Time, Maternity Cover

**Hours:** 37.5 hours per week

**Based at:** Elm Tree Court with some home working

**JOB PURPOSE**

To provide strategic leadership and management of the Wiltshire Wildlife Trust’s Water Team. The Head of Freshwater will develop and deliver programmes and projects to improve the ecological health of rivers and wetlands in Wiltshire, thereby contributing to the Trust’s core objective to create sustainable and resilient Living Landscapes.

**DIMENSIONS**

The Head of Freshwater is responsible for 6 members of staff, as well as the supervision of seasonal workers, numerous contractors and volunteers.

The postholder will oversee the 2024/2025 budget which totals £1.1m of income.

**MAIN DUTIES AND RESPONSIBILITIES**

Working across the major Wiltshire river catchments of the Hampshire Avon (Salisbury Avon), Bristol Avon and Upper Thames, the Water Team Manager is responsible for:

* Identifying and securing funding for programmes and projects in line with the 2030 Strategy
* Forging and maintaining relationships with key partner organisation on regional and national levels
* Maintaining and developing the capacity and capabilities of the team
* Ensuring the work of the Team is undertaken to the highest Health & Safety, Construction Design & Management and other relevant standards
* Working with contractors to ensure work is undertaken to specification with regular inspections undertaken
* Work with the wider Nature Recovery Directorate in delivering change at landscape scale for nature

**Key tasks include (but not limited to)**

*Management*

* Provide effective line management of all staff of the Trust’s Water Team, including staff reviews and setting of objectives
* Develop and implement the annual work programme and contribute to three yearly forecasting
* Manage the annual budget and contribute to quarterly forecasting and annual budget setting
* Provide regular updates to the Director of Nature Recovery and Fundraising/Comms team.
* Support and write funding bids for revenue and capital income, in collaboration with the Trust fundraising team.
* Seek and develop new models for funding river and wetland restoration activities

*Project delivery*

* Develop strategic environmental improvement programmes in collaboration with external partners
* Oversee the preparation and delivery of river restoration and habitat improvement projects
* Oversee submission of relevant permit and licence applications
* Organise tender processes and manage contracts with consultants and specialist contractors
* Ensure project outcomes are monitored and recorded
* Support delivery of the Wylye Valley Landscape Recovery project.

*External contacts and communication*

* Maintain and build strong strategic, and working partnerships with stakeholders
* Report and disseminate outcomes and findings to a wide range of audiences via traditional and social media, working closely together with the Trust’s Communication Department
* Ensure the work of the team is communicated via a range of channels, including articles, press releases, guided walks and presentations

*Strategy*

* Represent the Water Team and Wiltshire Wildlife Trust at meetings and forums.
* Act as an ambassador for WWT by communicating the work of the Trust including providing written and verbal reports for internal and external audiences

**SAFEGUARDING**

Wiltshire Wildlife Trust is fully committed to safeguarding the welfare of all children, young people and adults at risk. All WWT staff will receive safeguarding training and must ensure that they comply with WWT’s safeguarding policy.

**BACKGROUND**

Wiltshire Wildlife Trust’s Water Team have built a strong reputation for the successful development and delivery of river and wetland habitat restoration and creation projects. Building on over twenty years of experience the Water Team maximises the efficiency and expertise gained from the successful delivery of a number of projects.

**WORKING RELATIONSHIPS**

The Head of Fresh Water reports to the Director of Nature Recovery. They work together with senior Trust staff to ensure WWT’s strategic plan and vision is embedded into the actions and long term plans of the Water Team. A key aspect of this role is to build and maintain strong stakeholder relationships with external partners notably those involved in Catchment Partnerships. They will work closely with senior managers, other staff members throughout the organisation and Trustees of Wiltshire Wildlife Trust.

**KEY CHALLENGES**

The post will require managing large contracts and contractors as well as multiple complex and diverse projects and the candidate will therefore need flexibility and excellent interpersonal skills. The role is also strategic and will require building a team ethos around implementation of WWTs 2030 Strategy.

**SCOPE FOR IMPACT**

The scale and ambition of work undertaken by the Trust’s Water Team has developed and grown considerably in the past few years. The Head of Freshwater will take a strong strategic lead in working with external partners to develop a vision for the future of Wiltshire’s rivers.

**EXPERIENCE, QUALIFICATIONS AND SKILLS REQUIRED**

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|  | ***Essential*** | ***Desirable*** |
| ***Qualifications*** | * Post-graduate degree (MSc/Mres) in a relevant environmental subject OR substantial relevant experience |  |
| ***Knowledge of*** | * Freshwater and wetland ecology * Geomorphology and hydrology * Water resource policy and legislation * Awareness of water related environmental legislation * River restoration theory and practice * Health & Safety regulations and Risk Assessment protocols | * Non-native species management * Topography and geography of Wiltshire and its main river systems |
| ***Experience with*** | * Conservation and restoration project development and management * Stakeholder engagement and management, such as angling and farming communities * Budget planning and management * Preparing project proposals and successful funding bids * Line management of staff and development of a strong team ethic * Understanding of statutory licensing and consenting requirements in rivers and wetlands | * Understanding of construction site management requirements * Monitoring and surveying of wetland habitats and species * Managing and working with volunteers |
| ***Skills*** | * Technical and creative writing * Speaking and presenting for diverse audiences * IT literate - MS Office * GIS proficiency for mapping and project development * Preparation of technical aspects of project proposals * Full driving licence B and access to car. | * First Aid trained * Water Safety trained * Hydrological modelling |
| ***Personal attributes*** | * Strong leadership and management skills * Excellent organisation and planning skills * Strong interpersonal and influencing skills * Develops excellent customer relationships * Ambitious and target driven * Self-motivated and ability to work on own initiative * Ability to respond, adapt, and flourish in a changing working environment * Ability to work under pressure and meet multiple deadlines in a timely manner * Tenacious and business minded | * Ability to quickly develop a detailed understanding of wide ranging and complex topics |

**Special note**

This job description does not form part of the contract of employment but indicates how that contract should be performed. The job description will be subject to periodic review and amendment in consultation with the post holder. The post holder may be required to perform duties other than those given in this job description. The duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of the responsibility entailed. Such variations are a common occurrence and would not in themselves justify the re-evaluation of a post. In cases, however, where a permanent and substantial change in the duties of the post occurs, consistent with a higher level of responsibility, then the post would be eligible for re-evaluation.