**Water Team Project Officer**

**Job Description and Person Specification**

**Reports to:** Head of Freshwater

**Contract:** Full time 18-month fixed term with possibility of extension depending on funding

**Hours:** 37.5 hours per week (Mon–Fri) with a requirement for occasional weekend and evening work

**Based at:** Elm Tree Court, Devizes with some home working available

**JOB PURPOSE**

Contribute to the work of Wiltshire Wildlife Trust’s Water Team improving wet habitat and restoring rivers in Wiltshire, with the ultimate goal to create a sustainable and resilient ‘wet’ Living Landscape in the county.

**DIMENSIONS**

You will have responsibility for the budgets and the management of specific projects

There will be no direct line management responsibility but you will supervise trainees, work placement students, volunteers and contractors.

**MAIN DUTIES AND RESPONSIBILITIES**

The Project Officer (PO) will play a key role in preparing, managing and delivering river and wetland restoration projects and community engagement projects. The PO will support the Team Manager and other team members to help prepare and deliver a strategic programme of works.

* Taking the lead on the development and delivery of small-medium scale river and wetland restoration/ creation projects (up to £100k in individual value). Including but not limited to liaising with stakeholders, undertaking surveys and site visits, report writing, following procurement procedures, managing contractors and creating design drawings.
* Assisting with the development and delivery of large scale projects (greater than £100k in value)
* Identifying funding opportunities and writing project proposals, bids and budgets for small-medium scale projects (up to £100k in individual value) and assisting with larger projects.
* Submission of permits and permissions, including writing method statements, site plans, maps and other supporting documents.
* Assisting with health and safety compliance, including writing risk assessments and completing CDM paperwork.
* Identifying project stakeholders and maintaining good working relationships. Contact with members of the public and local community organisations
* Supervise and manage volunteers, contractors and students.
* Ecological and geomorphological surveys and monitoring.
* Collect and encourage reports of non-native species, particularly implementing the rapid response process for new non-natives species as appropriate.
* Keep accurate records of materials, maintain equipment and maintain stock levels to reflect best value for money.
* Represent the Water Team, its individual delivery projects and Wiltshire Wildlife Trust at regional and national meetings and forums.
* Update social media and the website, writing magazine articles and press releases.
* Assist with day to day and ad hoc team tasks as appropriate, such as maintaining equipment, leading guided walks, public speaking at events, advisory visits and attending conferences.
* Any other duties as may be required which are commensurate with this post.

Although the PO will take the lead on specific projects and tasks, overall these tasks will completed as part of a collaborative team.

**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**

For over 20 years the WWT Water Team have worked to improve and restore the rivers and wetlands of Wiltshire. The Water Team projects have increased in size and scope over the years and now deliver very ambitious and exciting work, with multiple projects worth between £100-750k and at least one project worth >£1million. We are also expanding to deliver projects relating to Local Nature Recovery Strategies, Environmental and Carbon Credits and Biodiversity Net Gain. As part of WWT you will sit within a team of passionate, knowledgeable and experienced staff working to deliver nature’s recovery and also work alongside other organisations delivering multi-partner and catchment scale, cross-county boundary projects.

**WORKING RELATIONSHIPS**

You will report to and work closely with the Head of Freshwater ensuring that they are kept fully appraised through regular reports, meetings, emails and phone calls. You may be asked to deputise for them as required.

You will have responsibility for a portfolio of projects, but you will also be part of a team of staff and volunteers. You will work closely with them and also other WWT staff. A key function is to develop close ties with volunteers, contractors, angling clubs and landowners, in addition to good working relationships with staff in other NGOs and statutory bodies.

You will work with the Communications Department to promote WWT and its work via social media, TV and radio, on-site interpretation, website and printed media and provide information to and engage with other WWT staff members and support their work.

**KEY CHALLENGES**

The post will require an enthusiastic, outgoing and knowledge and professional approach. There will be regular travel to sites for meetings and surveys and sometimes a need for evening and weekend work. Working across a broad range of projects will require adaptability and an ability to effectively time manage and prioritise tasks. The postholder will be comfortable dealing with people at all levels, from a variety of backgrounds and organisations.

**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 PO will support the Head of Freshwater and other members of the Water Team in strategically 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 | * Educated to degree level (or equivalent) in a relevant environmental or engineering subject **or** relevant experience | * First Aid * Chainsaw or other relevant tickets (ATV, brushcutter etc.) * Trailer B+E * Water safety trained |
| Experience | * Having knowledge and experience of least one of the following two areas is essential, knowledge and experience of both is desirable:   + Ecological knowledge and understanding of freshwater ecosystems, monitoring and survey methods   + Hydromorphology and geomorphology * Working with a range of stakeholders or partners i.e. angling and farming community or Natural England and the Environment Agency * Experience of working as part of a small team and independently * Experience of working in the environmental sector * Management and delivery of wildlife and habitat conservation projects | * Water resource policy and legislation * Health & Safety regulations, CDM and Risk Assessment protocols * Awareness of invasive Non-Native Species * Licencing and consenting requirements * Funding bid preparation and submission * Event organisation * Practical river restoration and / or conservation skills. * Managing conservation projects, in particular River Restoration and / or Natural Flood Management * Working with and managing volunteers * Contractor and/or Consultant engagement and management |
| Skills | * Excellent organisation and planning skills * IT literate - MS Office * Full (clean) driving licence * Presentation skills and confidence with public speaking | * Report writing * Media skills * Design drawings – Coral Draw/CAD or equivalent * GIS |
| Personal attributes | * Communicate clearly and concisely in a diplomatic and tactful manner * Confident with meeting new people, making telephone calls and building strong working relationships * Reliable and able to work on own initiative * Ability to work under pressure and meet multiple deadlines in a timely manner * Team player | * Business instinct, recognising the value of time and prioritising workload accordingly |

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.

*THE REHABILITATION OF OFFENDERS ACT*

The provisions of the Rehabilitation of Offenders Act relating to the non-disclosure of spent convictions do not apply to this job.

**YOU MUST, THEREFORE, DISCLOSE WHETHER YOU HAVE ANY PREVIOUS CONVICTIONS.**

**This role involves engaging in regulated activity with children, thus if the applicant is barred from engaging in this activity it is an offence for them to apply.**

If successful, you will be required to apply for a Disclosure and Barring Check from the Disclosure & Barring Service. The level of check required for this job is a Basic Disclosure.

A copy of our Policy Statement and Code of Practice is available on request.