**JOB DESCRIPTION**

**Job Title**: Catchment Officer

**Location**: 32 Lake Road, Keswick, CA12 5DQ

**Duration**: Permanent, full-time

**Salary Grade**: £25,140 - £27,000 (plus employer’s pension contribution at 6% starting in April 2017)

**Hours of Work**: 35 hours per week

**Overall Purpose of the Job**

Working closely with the Trust’s Assistant Director / Catchment Strategy Manager, the post holder will:

* Assist with maintaining and developing the West Cumbria Catchment Partnerships
* Assist with the continued development and updating of strategic catchment plans
* Be responsible for the management and maintenance of catchment data for use by all stakeholders, including the continued collation of project information from all stakeholders
* Continue to develop innovative ways of sharing and displaying catchment data and information
* Work with various local community, farming, fishing and other riparian and wider interest groups to encourage the catchment-based approach, develop and lead community data collection and develop localised sub-catchment specific action plans
* Assist with funding bids to support delivery of the catchment action plans and engagement work.
* Lead and manage small projects including finance management, finance claims, project reporting and project plans.

**Main duties and responsibilities**

*1. Catchment Data Collection and Management*

* Ensuring that the catchment online data portal is continually updated, managed and maintained so that it is a highly useful and easily accessible source of information for a range of stakeholders. This is currently in production, in an ArcGIS online format.
* Work with partners, stakeholders and other trust staff to continue to collate data to publish in the catchment data portal. This is likely to include an aspect of GIS mapping of data.
* Production of GIS-based maps to support partnership meetings and workshops.
* Work with other Trust staff and partners to develop and deliver innovative ways of displaying, accessing and using catchment data to educate, enthuse and inspire action to improve watercourses and catchment land for people and wildlife. For example, through community toolkits, information packs, online portals etc.
* Identification of data gaps and opportunities to further develop understanding of catchment issues and priorities, and work alongside other WCRT staff and partners to develop ways of addressing the data gaps.

*2. Catchment Partnerships*

* Assist with the organising, planning and facilitation of partnership meetings and workshops (the Trust Assistant Director / Catchment Strategy Manager will normally chair and lead these meetings)
* Attend other partnership and stakeholder meetings as appropriate
* Develop and lead more localised partnership / action groups, based around a specific issue or community with the ultimate aim of improving catchment functioning/ watercourses for people and wildlife.
* Assist with continuing to develop and improve links between the catchment partnership, and local businesses/industry, universities/research institutes, outdoor and health organisations/providers and others.
* Working closely with the WCRT team and partners, assist with developing projects to address issues and priorities highlighted in the catchment action plans.

*3. Project Management*

* Assist with the project/finance management of the main funding sources for the Trust’s catchment work, including preparation of information to support finance claims, project reporting and project planning.
* Lead on management of projects supporting ongoing stakeholder/community engagement and on-the-ground delivery of work, including project planning, reporting, finance and budgeting.

*4. Communications/Publicity and Education*

* Assist with the promotion of catchment partnerships and catchment-based approach, including promotion of on-the-ground achievements both locally, regionally and nationally through:
	+ Updating the WCRT website, and catchment partnership pages with relevant information and news
	+ Press releases, radio, TV, social media and other communications channels
	+ Contribute articles to the Trusts quarterly newsletter
	+ Attend events, shows and provide talks and presentations
* Educate and inspire - through all aspects of work undertaken - on all aspects of good catchment/watercourse management and the benefits a well-managed catchment for multiple approaches can have for people and wildlife.
* Working alongside other WCRT / local Rivers Trust staff, including the WCRT Education Officer, assist with the production of materials to support education, engagement and awareness raising of catchment issues, catchment partnerships and the catchment based approach.

*5. Funding*

* Working alongside the Trust’s Director and/or Assistant Director / Catchment Strategy Manager assist with the preparation of large and medium sized funding bids and proposals to support community engagement and on the ground actions/delivery of the catchment-based approach.
* Assist with finding funding opportunities and leading on small scale funding bids to support the catchment partnership.

The post holder will also be expected to work as requested on any other trust activities broadly compatible with the nature and seniority of the post.

**Working relationships**

Post holder reports to: Assistant Director / Catchment Strategy Manager of West Cumbria Rivers Trust; reporting to the Trust’s Board as appropriate.

Other key working relationships: Environment Agency; United Utilities; Natural England; RSPB; Farmers; Angling Clubs; The Rivers Trust; Cumbria County Council; DEFRA; National Trust; Woodland Trust; Forestry Commission; Lake District National Park, Flood Action Groups, Parish Councils, Riparian owners/tenants, local community groups and schools.

**Personal Attributes and Skills**

* Well organised and reliable, able to work to deadlines and under pressure;
* Strong people leadership skills and the ability to share knowledge and skills with others;
* Team oriented, enjoys working with a wide cross section of the community;
* Excellent organisational skills and the ability to inspire, motivate and work in co-operation with others;
* Excellent communication and inter-personal skills with the ability to engage the local community and volunteers and promote the catchment-based approach;

**Essential Requirements**

* A degree in an environmental related discipline;
* A proven track record of successful delivery of environment projects;
* Excellent knowledge and understanding of nature conservation, land/catchment management and hydro-geomorphological processes together with socio economic aspects of life in our river valleys.;
* Excellent data management and GIS skills including working knowledge of GIS data systems such as ArcGIS, spreadsheets and word processing skills;
* Excellent understanding of catchment pressures including water quality issues such as diffuse sources of pollution.
* A good track record of community engagement and partnership working;
* Ambitious and self-motivated and be able to work on own initiative;
* Ability to produce well-written and well-presented written materials and information;
* Experience of managing volunteers;
* Clean driving licence and use of own car for work purposes.

**Desirable Skills, Knowledge, Experience**

* Experience with managing partnerships and a range of stakeholders;
* Familiarity with ArcGIS online, Story Maps and other online data portals;
* Experience with completing funding applications;
* Track record of project management
* Working knowledge of the Water Framework Directive

**Other**

Flexible working patterns will generally be accommodated and working from home can be permitted in agreement with your line manager. The post may require some weekend or evening working.

There is currently only one company vehicle and it is expected that private vehicles will be used for work and mileage claimed (at 45p per mile). The necessary insurance is therefore required.

The post holder will be eligible to join the company pension scheme starting in April 2017. Employers contribution 6%, subject to 4% employee contribution.

Holiday entitlement will be 25 days plus bank holidays. Training and development opportunities are available.