

JOB DESCRIPTION

Job Title: Project Officer

Location: 32 Lake Road, Keswick, CA12 5DQ

Duration: Permanent, full-time

Salary Grade: £25,000 - £27,000 depending on experience (plus 6% employer's pension contribution)

Hours of Work: 35 hours per week

Overall Purpose of the Job

Working closely with the Trust's Assistant Director (Catchment Partnerships), Catchment Officer, and other Project Officer's alongside partner organisations and communities, the post holder will ensure successful delivery of a catchment scale project with a focus on on-the-ground delivery of interventions with multiple benefits for our river catchments including Natural Flood Management (NFM), water quality and biodiversity benefits. Key to the success of the project will be the post-holder's ability to maintain/develop good working relationships with local land and riparian owners, and to successfully develop a range of delivery options which complements farm businesses.

The project will be supported by a range of partner organisations and the West Cumbria Catchment Management Group, which is hosted and chaired by the Trust.

The NFM interventions the post-holder will deliver on the ground will be part of a monitoring network feeding into the National NFM evidence base, so this is an exciting opportunity to be at the forefront of NFM research and delivery in the UK.

You will be part of a friendly and supportive team based in Keswick, Cumbria. To assist you in the role the Trust has well established financial systems, agreed approaches for landowner consents and a good network of local contractors supporting us in our project delivery work.

Main duties and responsibilities

1. Project Management and Delivery

- Work closely with farmers, landowners, partner organisations and riparian owners to develop and deliver catchment-scale programmes of NFM and other multiple benefit interventions such as tree planting, offline water storage areas, online water storage areas (floodplain reconnections and leaky dams), river habitat improvements, field bunds and hedgerows, peat restoration and soil improvements. The post will not include direct delivery of peatland restoration which will be delivered in partnership with Cumbria Wildlife Trust;
- Project manage your allocated project(s) including financial management & budgeting, project planning, consent applications, tendering and on-the-ground delivery / contractor management;
- Co-ordinate a partnership steering group for your project (where required), these will comprise key partner organisations and local community representatives and report to the West Cumbria Catchment Management Group;
- Work with Natural England and other partner organisations to understand the implication of NFM interventions on existing or new farm environmental stewardship agreements such

as Higher Level Stewardship and Countryside Stewardship and work to ensure that, where appropriate, Countryside Stewardship options are taken up;

- Provide regular progress reports to external funders and WCRT senior management;
- Working with the Trust's Catchment Officer, ensure interventions undertaken within your catchment(s) are mapped in the appropriate GIS format and linked to the Trusts Catchment Portal;
- Where applicable, work closely with already established farmer's groups within your catchments, and their hosts, such as the Countryside Stewardship Facilitated Groups;
- Working closely with the Trust's Catchment Officer, assist with installation and maintenance of monitoring equipment and collection of data within your catchment. The Trust is working in partnership with local universities and NERC research projects on NFM monitoring to feed into the national NFM evidence base, which is co-ordinated by the Trusts Catchment Officer.

2. Awareness Raising

- Promote the Trust and your project both locally, regionally and nationally: coordinate relevant project communications and publicity (press releases, radio, TV, twitter, facebook); contribute articles to Trust's quarterly newsletter; create and update project pages on website; provide talks and presentations on your project; produce leaflets and publications, respond to enquiries relating to the project, the Trust and its activities;
- Disseminate relevant project results, including final reports;
- Production of case studies to further highlight our work; and
- 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.

3. Funding

- Working closely with the Trust's Director and/or Assistant Director provide support and information to inform applications for match funding for your project and identify additional opportunities for match funding; and
- Lead on small scale funding bids to support your project and other delivery across West Cumbria.

4. Education & Training

- Assist the Trust's Education Officer to develop and deliver the Trust's education initiatives through links with your project;
- Coordinate conservation activities and events for the public, volunteers and schools;
- Produce training materials where and when required for staff and volunteers;
- Attend any relevant external courses and conferences to support your role; and
- Contribute to the shared learning objectives within Trust, taking support from other internal staff and external partner organisations, whilst also disseminating learning from your project both internally and externally.

Working relationships

Post holder reports to: Assistant Director; reporting to the Trust's Board as appropriate.

Other key working relationships: Local farmers and landowners; Environment Agency; Natural England; Farmer Network; Cumbria County Council; Angling Clubs; Cumbria Wildlife Trust; Cumbria Woodlands; The Rivers Trust; DEFRA; United Utilities; 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; and
- 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, physical geography or agricultural related discipline;
- A proven track record of successful delivery of relevant farm advice and/or environmental 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;
- Ability to build good working relationships with farmers and landowners, including an understanding of farming systems;
- Excellent computer skills- spreadsheets and word processing skills;
- Ambitious and self-motivated and be able to work on own initiative;
- Ability to produce well-written and well-presented written materials and information; and
- Clean driving licence and use of own car for work purposes.

Desirable Skills, Knowledge, Experience

- Track record of project management including budgets;
- Experience with managing partnerships and a range of stakeholders;
- Experience with ArcGIS;
- Experience of delivery of NFM interventions and contractor management;
- Working knowledge of farm environmental stewardship schemes.

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 are currently only two company vehicles and it is expected that where necessary, 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 with an employer's contribution of 6%, subject to 4% employee contribution.

Holiday entitlement will be 25 days plus bank holidays. Excellent internal and external training and development opportunities are available.

Application

To apply for this post please send your CV with a covering letter setting out your experience and qualifications as highlighted in this job specification to Vikki Salas - vikki@westcumbriariverstrust.org.

The closing date for applications is midnight on Thursday 2nd August 2018. Suitable candidates will be invited to interview by 6th August, and interviews will be held in Keswick, Cumbria on Friday 10th August 2018.