

**Job Title:** Project Officer

**Location:** Keswick Convention Centre, Skiddaw Street, Keswick, CA12 4BY

**Duration:** Two years (with possible extension subject to funding)

**Salary Grade:** Pay scale Grade 4A £27,232 plus 9% pension

**Hours of Work:** 35 hours per week (flexible)

**Holiday entitlement:** 25 days per year plus bank holidays

**This role will report to:** Assistant Director

## **Background to the role**

Working closely with farmers and landowners, local communities and partner organisations, the post-holder will develop and deliver projects to restore watercourses, including improving water quality, reducing flood risk and improving in-river and wider catchment biodiversity. Focusing initially on a sub-catchment upstream of Wigton, this is an exciting opportunity to shape and develop a new project, building on background surveys and previous small interventions, to deliver priority actions with the West Cumbria Catchment Partnership Catchment Plans for the Waver/Wampool catchments (and other catchments across West Cumbria where required). Building and maintaining positive working relationships with farmers and landowners is a key aspect of this role.

## **Main Tasks and Responsibilities**

### **Project Delivery:**

- Work closely with farmers, landowners, partner organisations and community groups to develop and deliver a range of interventions to improve water quality, improve riparian habitat and reduce flood risk.
- Deliver a portfolio of environmental projects with individual farm businesses including consenting and tendering and commissioning of capital works.
- Developing over time, a pipeline of catchment projects to address watercourse issues, which can be put forward into funding bids, environmental land management schemes (see below) and/or private investment/offsetting opportunities.
- Assist land managers to access funding to address identified issues through agri-environment schemes and grants and ensure any interventions funded through other sources are compatible with any current agri-environment schemes.
- Take out volunteers on conservation tasks, such as tree planting.

### **Stakeholder engagement:**

- Liaise closely with local communities, funders and partner organisations including (but not limited to) Wigton Community Environmental Group, Environment Agency, Natural England, Woodland Trust, Farmer Network, Cumbria County Council, Solway AONB, Solway Firth Partnership, Cumbria Wildlife Trust, and the NFU.

- Organise and deliver meetings for local communities and farmers, including events and knowledge building for groups of farmers.

**Project Management:**

- Project management including budgeting, internal reporting, external grant claims/reporting (where applicable) and any other funder requirements.

**Funding:**

- Identification of sources of additional funding to support your work/outcomes
- Contribute to funding bids being led by the senior management team to support the project.

**Other:**

- Throughout your work ensure the wider Trust communications objectives are met, through various mediums including social media posts, press releases, contribution to the Trust's quarterly newsletter, local community newsletter updates etc.
- Understand the duty of care for all staff and ensure health and safety requirements adhered to at all times and regulations and reporting procedures as described in the WCRT Health and Safety Manual.
- Work flexibly across the Trust as required by operational need and carry out other duties commensurate to the nature and grade of the post.

**Personal Attributes and Skills**

Applicants should:

- Have a keen interest and passion for the water environment;
- Be well organised and reliable, able to work to deadlines and under pressure;
- Have strong people skills and the ability to share knowledge and skills with others;
- Be team oriented, and enjoy working with a wide cross section of the community, but also be able to work on their own initiative;
- Possess excellent organisational skills and the ability to inspire, motivate and work in co-operation with others;
- Have excellent communication and inter-personal skills with the ability to engage the local community and volunteers and promote project work;
- Be able to help support volunteers, partners and other organisations; and
- A 'can do' attitude

**Essential Requirements**

- A degree in an environmental or farming related discipline or equivalent industry experience;
- A minimum of 2 years relevant project management experience working in the environmental field;
- Awareness and understanding of agricultural practices and a passion for sustainable farming systems;
- Knowledge and understanding of agri-environment schemes, and ability to keep up-to-date with current changes during the Agricultural Transition Period;

- Knowledge and understanding of nature conservation (in particular on rivers and lakes), land management and working with riparian owners and farmers;
- Ambitious and self-motivated and be able to work on own initiative;
- Good level of IT skills (MS Outlook, MS Word/Excel and presentation software);
- Clean driving licence and use of own car for work purposes.

#### **Desirable Skills, Knowledge, Experience**

- Masters level degree in a relevant subject;
- FACTS or/and BASIS Soil & Water qualifications;
- A sound knowledge of geomorphological processes and river management techniques, hydrology, water quality;
- Experience with Ordinary Watercourse Consents and or Environment Agency Flood Risk Activity Permits;
- GIS competency including ArcGIS Pro;
- Managing contracts, procurement processes and budgets/financial management.

#### **Other**

Flexible working patterns will generally be accommodated and working from home is permitted as required, in agreement with your Line Manager. We expect all staff to be able to commit to occasional evening and weekend working where required as part of your role or wider Trust activity.

There are currently four company vehicles available across the Trust and it is expected that on occasions private vehicles will be used for work and mileage claimed at HMRC rates (currently 45p per mile). The necessary insurance for business use is therefore required.

We will also require the successful applicant to undergo an enhanced DBS check and provide satisfactory references from previous employers.

A letter may be required from the applicant's GP confirming his/her fitness to carry out the duties associated with this post.