



## **JOB DESCRIPTION**

### **River Waveney Trust – Catchment & Farming Officer**

**Salary:** Offered at £28,446 - £32,000 dependent on skills and experience.

**Hours:** Full-time. 37.5 hours working week.

**Duration:** 2 years fixed term contract, with the intention to extend or make permanent.

**Location:** Blended model: Office space in Bungay provided with the option for home working some days. Candidate must be based within easy travelling distance of the Waveney Catchment due to the number of site visits and face-to-face meetings required for the role.

The River Waveney Trust is an environmental charity dedicated to improving and protecting the River Waveney, making it a better place for people and wildlife. We are part of the Rivers Trust movement, a network of over 60 Rivers Trusts across the UK. We work on a variety of projects with partners, communities and volunteers to deliver a wide range of projects including river restoration, natural flood management, farm advice, river access, river monitoring, volunteer events, community engagement and education.

We are committed to providing equal opportunities and welcome applications from all groups, communities and personal circumstances. The staff team is welcoming, open and inclusive and places a high value on supporting each other to work to the best of our abilities. See the River Waveney Trust workplace culture document for more information.

We are seeking an experienced Catchment & Farming Officer to lead on a range of projects which aim to improve water quality, habitat and landscape resilience in the Waveney Catchment. A significant part of the project officer's role will be working on behalf of The Waveney Farming Cluster to achieve the group's aims.

The main responsibilities will be to:

1. Facilitate the Waveney Farming Cluster. The facilitator's role will be to work on behalf of the farmers to achieve their group aims; administrating the group, running current projects, developing new projects, organising meetings and training events, providing coordination, advice and seeking funding.
2. Deliver a programme of river restoration projects and secure and develop further sites ready for delivery, including seeking funding.
3. Deliver habitat creation, restoration, water management and farm advice services as needed.



The role will suit an experienced and self-motivated individual with knowledge and experience of local farming practices, soil and water conservation and river/habitat restoration. We understand that not everyone will have all these skills so please get in touch if you would like to discuss suitability for the role before making an application.

## **MAIN RESPONSIBILITIES**

### **Facilitate the Waveney Farming Cluster**

- Develop and maintain a good working relationship with the land managers who make up the farm cluster, being guided by their aims and targets.
- Administrate the project, providing a point of contact and focus for the group.
- Organise regular meetings, activities and training for the group.
- Seek funding opportunities for the group to carry out practical works and any other work as required.
- Coordinate and oversee practical environmental works within the cluster area.
- Work with partners to deliver training and events.
- Provide advice and training as needed and required, for example land management practices to reduce diffuse pollution and the development of agri-environment schemes.
- Provide regular email bulletins for the group and wider stakeholders.
- Complete funding claims as necessary.
- Seek funding to ensure continuity of the group in the long-term, including the option to set up as an independent group.

### **Deliver a programme of river restoration**

- Design, manage and deliver river restoration projects at sites across the catchment.
- Procure services of, and work with contractors to deliver river restoration projects.
- Ensure all relevant protected species surveys and mitigation work are completed and adhered to at all sites.
- Navigate 'Biodiversity Net Gain' related to river restoration.
- Secure further sites for restoration projects.
- Share project successes through various channels.

### **Other**

- Deliver specialist farm advice as needed, to fit with current projects and objectives.
- Develop and run ongoing projects addressing pollution sources from agriculture.
- Attend relevant catchment and partnership meetings as necessary.
- Contribute to reports and claims as required for internal reporting and funders.
- Carry out all duties and responsibilities with reasonable care for the health and safety of oneself and any other persons and co-operate fully with the River Waveney Trust in health and safety matters.
- Any other duties as reasonably required.



## **PERSON SPECIFICATION**

### **Essential Experience and Knowledge**

- Valid driving licence and own car insured for business use.
- In-depth knowledge of agriculture, local farming practices and farm infrastructure, with a minimum 2 years of experience.
- Degree or equivalent qualification/experience in land management.
- Experience of Agri-environment schemes and soil and water conservation.
- Knowledge and understanding of the current environmental legislation relevant to agriculture.
- Experience of working collaboratively with partner organisations.
- Proven track record in developing strong working relationships with farmers, landowners and other stakeholders.
- Ideally able to competently use ArcGIS and other mapping programmes to plan project work.

### **Personal Skills and Qualities**

- The ability to work together as part of a small team and take ownership of projects.
- A willingness to learn together and support each other in our journey as a small, ambitious and growing Rivers Trust.
- The confidence to share our work in different ways, to different audiences.
- Self-motivated and able to work independently with minimal supervision, managing own time, prioritising and meeting deadlines.
- Strong organisational skills and attention to detail.
- A commitment to the vision and values of the River Waveney Trust.

### **Desirable**

- Previous experience of organising and running on-farm events.
- Experience in planning and delivery of river restoration projects.
- Experience in procurement and contractor management for environmental projects.
- Track record of managing projects and budgets.
- Track record in writing successful funding bids.
- BASIS Soil & Water trained.
- Knowledge of the Waveney catchment.



## GENERAL INFORMATION

**Salary:** Offered at £28,446 - £32,000 dependent on skills and experience.

**Contract period:** 2 years fixed term contract, with the intention to extend or make permanent.

**Annual leave:** Annual leave entitlement is 25 days, plus bank holidays, plus your birthday off!

**Hours of work:** A working day is 7.5 hours, generally from 9am-5pm, with an unpaid half hour lunch break. Flexible work hours are fully acceptable for personal circumstances and we are happy to accommodate any requirements needed in order to make the role work for the right candidate.

**Pension:** 9% employer pension offered.

**Driving licence and vehicle:** A full driving licence and access to a vehicle is essential. Due to the remote nature of the work, we cannot accept applications from individuals who do not have a driving licence or access to a car. The candidate is expected to insure their own vehicle for work-use (this should not increase the premium). Mileage expenses are paid at £0.45 a mile. Mileage does not cover commuting to the office but will cover agreed commutes from home and office within the catchment.

**Application Process:** Please send your CV and a cover letter/email outlining why you are interested and how your experience links to the job specification, also please state your notice period and that you have a full valid driving licence. At most two sides A4 recommended for each. We also accept videos in place of the cover letter. Note that we can only accept applications from those who already have the right to work in the UK. Please send your completed application to [info@riverwaveneytrust.org](mailto:info@riverwaveneytrust.org)

If you have any questions about the role, or would like an informal discussion, please don't hesitate to contact Martha Meek, the Trust's Director, [martha@riverwaveneytrust.org](mailto:martha@riverwaveneytrust.org) or 07903 243108

**Application deadline:** Sunday 6<sup>th</sup> July

**Interview venue and format:** Tuesday 15<sup>th</sup> July 2025.

In-person at our offices in Bungay. Can be held online if requested for exceptional circumstances. Interview questions can be given on arrival at the interview if you would like 15 minutes to read through and prepare.

If you have missed the deadline, or are unsure if you fit the criteria for the role, but still feel you would be a good fit for working with our Trust, please do forward on your CV which we will keep on record for the future.