



## JOB DESCRIPTION

### River Waveney Trust Catchment Resilience Officer & Natural Flood Management Project Manager

**Salary:** £29,000 - £31,373

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

**Duration:** 2-3 years fixed term contract, with the intention to extend or make permanent.

**Location:** Blended model: home working plus office space in Bungay provided. 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.

**We are interviewing for 2 roles. The Catchment Resilience Officer role is funded for 2 years, and the Project Manager role is funded until March 2027.**

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.

The roles will suit individuals with skills in delivering farm advice and environmental projects with an emphasis on rivers and catchments, specifically natural flood management. We are interested in transferable skills and training the right person on-the job if necessary.

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.

## MAIN RESPONSIBILITIES

***Note that suitability for each role can be discussed at interview, and there may also be the option for candidates to share both roles. The Project Manager role is to manage a large Defra funded NFM project based in Diss, with funding in-place for delivery and regular reporting requirements. The Catchment Resilience role will be Waveney Catchment based, developing new projects, engaging the community and seeking funding for delivery as part of the role.***



- Project manage a suite of NFM projects, including financial management & budgeting, project planning, permitting, tendering and on-the-ground delivery / contractor and consultant management.
- Work closely with farmers, landowners, local communities, partner organisations and riparian owners to develop and deliver NFM interventions across the Waveney Catchment.
- Promote NFM locally and regionally, run community sessions, meetings and site visits, to raise awareness, and secure delivery sites.
- Use NFM opportunity mapping to help effectively secure sites for delivery of NFM interventions.
- Design NFM features, in the field, and on relevant computer programmes, passing designs onto consultants to translate onto AutoCAD where applicable.
- Deliver relevant farm advice as needed, specifically on NFM features and soil management.
- Co-ordinate partnership steering groups to ensure effective project development and delivery.

Lead on NFM monitoring and data collection requirements, including using volunteers where appropriate.

- Seek funding for land managers to maintain NFM features on their land, with a focus on the new environmental land management options.
- Provide regular progress reports to funders.
- Ensure all interventions are mapped in the appropriate GIS format and uploaded to the relevant sites.
- Promote NFM in media, print, newsletters, at talks and events and on social media.
- Lead on funding bids to secure NFM delivery funding.
- Attend training on NFM, river restoration, rural facilitation, as necessary.
- Seek funding and develop funder relationships, to ensure continuity of NFM and catchment resilience work in the catchment.

#### **Other**

- Maintain an accurate landowners' database for use by the Trust.
- Attend relevant catchment and partnership meetings as necessary.
- Contribute to reports 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 by RWT.



## **PERSON SPECIFICATION**

### **Essential Experience and Knowledge**

- Valid driving licence and own car insured for business use.
- Experience in delivering relevant farm advice and/or environmental projects.
- Degree or equivalent qualification/experience in land management.
- Experience of soil and water conservation.
- Ability to build excellent working relationships with farmers, landowners and communities.
- Computer literate in all basic programmes, including spreadsheets.
- 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 be adaptable to different ways of working.
- 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**

- Experience in project management.
- Experience of planning and delivery of NFM interventions/river restoration projects.
- Experience in procurement and contractor management for environmental projects.
- Track record of managing projects and budgets.
- BASIS soil and water trained.
- Working knowledge of farm environmental stewardship schemes.
- Previous experience of organising and facilitating on-farm/community events.
- Knowledge of the Waveney catchment.



## GENERAL INFORMATION

**Salary:** Offered at £29,000 to £31,373

**Contract period:** 2-3 years fixed term contract, with the intention to extend or make permanent.

**Annual leave:** Annual leave entitlement is 25 days, plus bank holidays, plus birthdays!

**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:** Friday 4<sup>th</sup> October 2024

**Interview venue and format:** w/c Monday 14<sup>th</sup> October. In-person at our offices in Bungay. Can be held online if necessary.

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.