



JOB DESCRIPTION

River Waveney Trust – Citizen Science Project Officer

Salary: Offered at £31,277 - £33,683

Hours: Full time role

Duration: Permanent position.

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.

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 a full-time Citizen Science Project Officer to join our team . The postholder will lead the delivery of an innovative project, building on a successful pilot programme to develop a catchment-wide citizen science monitoring network across the River Waveney. Working closely with volunteers, communities, landowners and partner organisations, you will generate the evidence needed to improve understanding of water quality and support practical action to identify and address pollution issues. By strengthening the evidence base and bringing people together around a shared understanding of the catchment, the project will help inform future river restoration, natural flood management and other nature-based solutions, laying the foundations for long-term improvements to the health and resilience of the River Waveney.

The role will suit an approachable, organised and collaborative individual with experience of delivering projects and working with volunteers and a wide range of partners. You will be confident working independently, building strong relationships and coordinating activities across multiple organisations, with an interest in using evidence to bring people together and drive lasting improvements to the health and resilience of rivers and their catchments.

MAIN RESPONSIBILITIES

- Take overall responsibility for the planning, management, delivery and reporting of the River Waveney Trust's East Suffolk Trust-funded Citizen Science Project, ensuring it is delivered on time, within budget and in accordance with agreed objectives, milestones and funding requirements.
- Develop and deliver a catchment-wide citizen science monitoring programme, building on the successful Bungay pilot and expanding activity across the River Waveney catchment.
- Recruit, train, support and retain volunteers, ensuring high standards of health and safety, data quality and volunteer experience.
- Coordinate water quality and Riverfly monitoring, supporting the collection of robust environmental data and using the evidence gathered to improve understanding of water quality and support action to address pollution issues.
- Build and maintain effective relationships with communities, landowners, businesses, volunteers and project partners to encourage collaborative action to improve water quality and river health.
- Organise and facilitate volunteer training, community events, stakeholder workshops and partnership meetings.
- Manage project budgets, monitoring, reporting and evaluation, maintaining accurate records and preparing reports and claims required by the funder.
- Work collaboratively with colleagues and partners to ensure monitoring evidence informs the Trust's wider programme of river restoration, natural flood management and other catchment projects.
- Collaborate across the different teams within the Trust, supporting effective and joined-up working across all areas of our work.
- Promote the project through presentations, digital communications and the sharing of project learning and outcomes.
- Represent the River Waveney Trust at relevant meetings and events.

General

- Contribute to the development of future projects and funding opportunities, including funding applications where appropriate.
- Carry out all duties with due regard for health and safety, safeguarding, equality, data protection and other organisational policies and procedures.
- Undertake any other duties appropriate to the role as reasonably required by the River Waveney Trust.

PERSON SPECIFICATION

Essential criteria

- Valid driving licence and own car insured for business use.
- Experience of successfully bringing together communities, volunteers and stakeholders to deliver projects that improve the local environment.
- Experience building effective relationships, for example with communities, landowners, farms, businesses and partner organisations.
- Confident organising and facilitating meetings, workshops, training sessions or public engagement events.
- Experience successfully planning and delivering environmental, conservation or community-based projects from inception through to completion.
- Preparing project reports, monitoring information or funding returns.
- Good organisational and project management skills, with the ability to plan, prioritise and deliver work to agreed timescales.
- Degree (or equivalent qualification or relevant experience) in a relevant discipline.
- Knowledge of freshwater conservation, water quality, catchment management or citizen science.

Personal skills and qualities

- The ability to inspire, motivate and influence volunteers, communities and partners to take positive action.
- The confidence to share our work in different ways, to different audiences.
- Self-motivated, well organised and able to work independently whilst contributing positively within a small team.
- Strong organisational skills and attention to detail.
- A commitment to the vision and values of the River Waveney Trust, and wider River Trust movement.

Desirable criteria

- Experience recruiting, training and supporting volunteers or community groups.
- A well-developed understanding of rivers, catchment management and the environmental issues affecting freshwater ecosystems.
- Experience of citizen science, freshwater ecology or water quality monitoring programmes.
- Knowledge of water quality monitoring methodologies and best practice, including Riverfly monitoring and/or CaSTCo approaches.
- Experience collecting, managing and interpreting project or environmental data to support project delivery and evaluation.
- Experience using GIS, mapping software or environmental data management systems.
- Experience using mapping, analytical or other digital tools to interpret data, identify trends and support decision-making.
- Experience of working with farmers, landowners and rural businesses.



- Experience of health and safety planning and risk assessment for fieldwork or activities involving volunteers.
- Knowledge of the River Waveney catchment.

GENERAL INFORMATION

Salary: Offered at £31,277 - £33,683

Contract period: Permanent contract.

Annual leave: Annual leave entitlement is 25 days plus public holidays and birthdays 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 accepted where necessary for personal circumstances.

Pension: 9% pension offered through The Rivers Trust pension scheme with Royal London, employees' contribution 4.8% and government contribution of 1.2%.

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 £0.55 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. 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 or 07903 243108

Application deadline: Sunday the 13th of September, 11.59pm.

Interview venue and format: Tuesday the 22nd of September, 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.

This role has been made possible through the generous support of East Suffolk Trust.