



JOB DESCRIPTION

River Waveney Trust – Volunteer & Events Coordinator

Salary: £12,500 (FTE £25,000)

Hours: 2.5 days week

Duration: 6-month contract until February 2023 (with the intention to extend subject to funding).

Location: Home based (within reasonable travelling distance of the Waveney Valley, Norfolk/Suffolk). Home working expenses plus office equipment is provided.

We are seeking to employ a part-time Volunteer & Events Coordinator initially for a short-term position, funded by a recent successful bid to carry out a project looking at reducing plastic pollution to our sea by river. The successful applicant will lead on a project to coordinate litter picks and litter counts along the length of the river, by both River Waveney Trust volunteers and the local community. More details on the EU funded 'Preventing Plastic Pollution' project can be found here: <https://preventingplasticpollution.com>

The main responsibilities will be to:

- Organise and lead riverside and canoe-based litter picks and litter counts with volunteers, canoe groups, business and the local community.
- Train groups how to collect the data on litter in and near the river – categorising types and brands and contributing to an important European project looking to reduce ocean waste.
- Work with the small River Waveney Trust team and with our project partners, Groundwork, to deliver the project effectively and on-time.

The role will suit an experienced and self-motivated individual with a good knowledge and experience of working with volunteers and in the community, plus excellent interpersonal and communication skills. Experience running safe group sessions is a must, and knowledge of working on water is an advantage.

It is an exciting opportunity to join our small team. There will be opportunities for a motivated individual to help shape the future of the Trust and take a role in its development as an organisation.

The Trust currently comprises a team of dedicated trustees and volunteers, a Catchment Project Officer, Rivers Project Officer and a Development Manager, who will work closely with the new person.



MAIN RESPONSIBILITIES

- Find suitable sites through site visits, mapping exercises and engagement with riparian landowners to safely access the river and riverbank to carry out litter picks.
- Plan and run a schedule of litter picks with River Waveney Trust (RWT) volunteers.
- Engage with other volunteer groups along the Waveney, as well as the local community, canoe clubs and anglers, to plan a schedule of litter picks and counts.
- Learn how to use the 'Preventing Plastic Pollution' litter count methodology, including brand recognition.
- Train RWT volunteers and other groups to use the litter count methodology, for this project and for the future.
- Organise and run litter picks and counts from both the bankside and from canoe/kayak.
- Use (and transport by trailer if possible) the RWT punt to support litter picks from the river.
- Organise and run all activities with a high standard of health and safety at all times, knowing when a situation is not safe and following all risk assessments.
- Take advice from 'Keep Britain Tidy' on the effective and safe running of riverside and river-based litter picks.
- Collect and manage the project data effectively, sharing with the 'Preventing Plastic Pollution' project in a timely manner.
- Advertise all events effectively across varied channels to ensure excellent attendance at events, including supporting RWT groups to recruit new volunteers.
- Identify sources of plastic pollution and look for ways to reduce this in future projects.
- Work with project partners effectively, including Groundwork, The Rivers Trust, Preventing Plastics Pollution project and other stakeholders.
- Keep to project deadlines and run an efficient schedule of events.
- Use social media channels regularly to promote the project.

General

- Attend relevant catchment and partnership meetings as necessary.
- Contribute to reports as required for internal reporting and funders.
- Contribute to funding bids as required to ensure sustainability of the project.
- 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.

Please note:

First aid on water training will be provided if necessary.



PERSON SPECIFICATION

Essential criteria

- Experience of planning and running practical outdoor group sessions.
- Experience in health and safety for the above.
- Previous experience of organising and running events including publicity via varied channels to reach all members of the community.
- Degree or equivalent qualification/experience in a relevant field.
- Experience of working with, supervising and managing volunteers.
- Knowledge of river conservation and the problems faced from plastic waste.
- Excellent communicator with the ability to lead others to action.
- Excellent interpersonal skills including face-to-face and over the phone.
- Reliable with excellent organisational skills and attention to detail.
- Ability to provide clear and concise written material.
- Computer literate in all basic software packages.
- Excellent time management and the ability to prioritise.
- An ability to work with minimal supervision.

Desirable criteria

- Previous experience of delivering funded projects with deadlines.
- Year-round canoe, kayak or other boating experience.
- Experience of working collaboratively with partner organisations.
- Knowledge of the Waveney catchment.

GENERAL INFORMATION

Salary: £12,500 for 2.5 days week (FTE £25,000)

Contract period: The position is part-time, on a 6-month fixed term contract, with the intention to extend subject to performance and funding.

Annual leave: Annual leave entitlement over the 6-month period is 6 days.

Hours of work: The working week is 37.5 hours. Due to the need to run community litter picks, 5 of the total working days over the 6 months will be on weekends.

Pension: A contributory pensions scheme is offered with the National Employment Savings Trust (NEST), with employer contributions set at 3%.



Driving licence and vehicle: A full driving licence and access to own vehicle is required. A towbar and ability to pull a small boat trailer would be an advantage. Mileage expenses will be paid at £0.45 a mile.

APPLICATION PROCESS

Due to this being a short contract funded position the application deadline and start date is shorter than usual. Please contact us if this would prevent you from applying.

Please email your completed application form and covering letter to Martha Meek, Development Manager at the River Waveney Trust martha@riverwaveneytrust.org. If you would like to discuss the role further, please make contact on the above email.

Closing date: Friday 19th August 2022 at 11.59pm

Interview date: Thursday 25th August 2022

Start date: w/c Monday 5th September 2022