



JOB DESCRIPTION

EDUCATION & COMMUNITY OUTREACH OFFICER

- REPORTS TO:** SERT Manager
- RESPONSIBLE FOR:** Occasional Community Volunteers
- LOCATION:** Office base in Carshalton, London Borough of Sutton
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The South East Rivers Trust (SERT) is an environmental charity dedicated to enhancing the health of rivers through catchment and river management across the South East of England (including parts of South London, Hampshire, Berkshire, Surrey, East Sussex and Kent). SERT has recently expanded its area of coverage having grown out of the Wandle Trust. The Trust is a member of the national Rivers Trust and is part of the rivers trusts movement which is described as having 'wet feet' because it concentrates its efforts on practical improvement works on the ground. SERT strives to underpin this work with sound science and best practice and works with a range of partners to deliver ecosystem improvement, engagement and education activities on rivers. The Trust aims to achieve healthy river ecosystems for all across the south east of England.

SERT is seeking an Education and Community Outreach Officer to contribute to the SuDS in Sutton's Schools (SiSS) project. The project will disconnect c.4.5 ha of impermeable hard surfaces, e.g. car parks and school playgrounds, from the surface water drainage network and re-route it through a range of Sustainable Drainage Systems (SuDS) located in the grounds of seven schools (six primary and one vocational college) and a council office. Outcomes from the project include: reduced risk of flooding to properties downstream on the River Wandle by over 80%; schools using the SuDS as teaching tools; communities engaged with water management and delivering their own SuDS on their own properties; and a better informed public about water management issues.

The project is led by the London Borough of Sutton in partnership with a number of organisations which are involved with the project's delivery. The role of the Education and Community Outreach Officer will be to work with and inspire the schools and local communities throughout the design and delivery of the project, such that it is widely understood and supported and delivers long-lasting results.

Initially offered as a two year fixed term contract, it is hoped that the position will be able to be extended if further funding is secured. The role will suit an enthusiastic and inspiring leader and a good communicator with a passion for working with communities and making a real difference to the environment.

JOB SUMMARY

The role will involve working with schools and project partners to facilitate the smooth delivery of SuDS on the ground. You will be the public face of the project, providing high quality communications, getting messages across coherently and enthusiastically.

You will work with the schools involved to facilitate their contribution to the design process, including working with school staff to ensure that the SuDS meet their needs, e.g. for teaching and maintenance. You will work with school children to capture their ideas and ensure that they understand why the SuDS are needed, what they will do and how they need to be managed. You will then work with project partners to incorporate the schools' ideas into the final SuDS designs.

You will support schools and other project staff through the delivery of the SuDS on the ground. You will involve schools and members of the local community in the final phases of the delivery where appropriate, e.g. planting up rain gardens. You will work with the schools to design and implement lessons that use the SuDS as a teaching tool, and management plans which the schools can implement.

You will engage the public and members of the local community with the project and the water management messages that it conveys. You will produce informative guidance on the issues and how communities and residents can implement their own SuDS, e.g. rain gardens and water butts. You will inspire and enthuse the public to deliver their own SuDS with your support. You will also run a focussed 'yellow fish' information campaign to inform communities that road drains can discharge straight to a river.

You will capture and report the outputs and outcomes of the project through the project website and to partners and funders. You will work alongside partners working on the project and other SERT staff involved in catchment and river management and will have the opportunity to get involved with the Trust's education and natural flood management programmes.

KEY DUTIES AND RESPONSIBILITIES

1. Work with schools to engage with and deliver SuDS

- 1.1 Lead on and facilitate the involvement of schools in the project, working with them to contribute to the design and delivery phases, ensuring good communications throughout.
- 1.2 Work with school staff to produce management plans for the SuDS and lessons so that the SuDS are integrated into teaching in all areas of the curriculum (primary schools).
- 1.3 Support school staff in using the SuDS to teach lessons as required.
- 1.4 Work with a vocational college such that students can get involved with the delivery of the SuDS.

2. Engage and inspire local communities with water management and SuDS

- 2.1 Engage local communities with the project and inform them about water management.
- 2.2 Develop materials to enable residents to build or incorporate their own SuDS into properties and community spaces.
- 2.3 Support community members to implement their own SuDS.
- 2.4 Deliver a 'Yellow Fish'/'Only Rain Down the Drain' project to inform local residents not to pour any substance down road drains.

3. Project communications

- 3.1 Provide the first point of contact for the project.
- 3.2 Communicate with project partners about the education and community outreach components of the project.
- 3.3 Working with Trust staff, create and manage the project website/web pages, producing regular web and social media communications about the project and sustainable water management.
- 3.4 Promote the project amongst the local community and more widely in the river and catchment management community, in line with the Trust's Communications Strategy.

4. Project management and administration

- 4.1 Undertake day-to-day management of the education and community outreach elements of the project including budget management, keeping records and reporting to funders and partners.

- 4.2 Contribute to project board meetings and support the work of other members of the project as required.
- 4.3 Work with other SERT staff and project partners to facilitate smooth delivery and processes for the project, supporting the Project Manager where required.
- 4.4 Keep good records and report to funders and partners as required.

5. Contribute to the work of the South East Rivers Trust

- 5.1 Support the work of the South East Rivers Trust, in particular facilitating and supporting the extension of its education and volunteer programmes, maintaining the high standard of these programmes.
- 5.2 Contribute to the external communications, profile and good reputation of the Trust.
- 5.3 Contribute to fundraising for the continuation of the education and community outreach activities of SERT.
- 5.4 Other duties as may be appropriate to the position.

PERSON SPECIFICATION

Please keep this person specification in mind when completing your application. Knowledge, experience, skills and aptitudes will be assessed through both the application process and at interview.

Requirements	Essential	Desirable
1. Training and Experience		
1. Relevant qualification, e.g. teaching, environmental management	X	
2. Higher environmental and/or teaching degree, e.g. MSc, PGCE		X
3. A good level of experience of working in and with schools	X	
4. Experience of communicating water and environmental management issues to both school children and community groups	X	
5. Experience of leading community volunteer groups to deliver environmental action, e.g. conservation work		X
6. Experience of delivering in partnership with other organisations	X	
7. Demonstrable experience of successful budget and time management	X	
8. Experience of designing creating and managing a Wordpress, or similar, website	X	
9. Relevant first aid training		X
10. Experience of successfully raising funds for environmental projects		X
2. Knowledge and Understanding		
11. A good level of knowledge and comprehensive understanding of surface water management and SuDS	X	
12. A genuine interest in water management and river catchments	X	
13. Knowledge and understanding of how water, rivers and catchment management fit into the National Curriculum		X
14. Knowledge of how to communicate effectively with different audiences using different media	X	
15. Knowledge of catchment management, particularly relating to addressing flood risk and water quality issues	X	
16. Excellent knowledge of MS Office, email, Twitter, Facebook and Wordpress or another web CMS programme	X	

17. Understanding of good record keeping and how to fulfil funders' requirements	X	
3. Skills, Abilities and Personal Attributes		
18. Excellent organisational skills	X	
19. Proven ability to work in a team with a range of partners	X	
20. Excellent communication skills for both internal and external audiences	X	
21. A natural leader and able to hold the attention of a range of audiences	X	
22. Genuine enthusiasm, upbeat and passionate about the environment and learning	X	
23. Comfortable in schools and outdoor environments	X	
24. A self-starter and able to work to a common goal unsupervised	X	
25. Willingness to learn and turn hand to whatever is required	X	
4. Miscellaneous		
26. Commitment to equality of opportunity	X	
27. Full driving licence	X	
28. Ability to work occasional evenings and weekend	X	

CONDITIONS OF SERVICE

Salary: c.£27,000

Contract period: The position is full time, five days a week on a two year fixed-term contract with possibility of extension subject to performance and funding. The appointment will be subject to a four month probationary period during which no holiday can be taken unless in exceptional circumstances and by prior arrangement.

Termination of employment: The period of notice to terminate the appointment will be three months by either party (one month during the probationary period).

Driving licence and vehicle: A full driving licence and your own transport are required.

Pension: The Wandle Trust operates a contributory pension scheme approved by the Rivers Trust with Friends Provident and will pay 6% of salary subject to a 4% employee contribution.

Hours of work: The basic working week is 40 hours. Some evening or weekend work will occasionally be required for which time off in lieu can be taken. No overtime will be paid.

Annual Leave: Annual leave entitlement is 25 days plus public holidays.

APPLICATION PROCESS

Please email a CV (two pages max.) and a covering letter (two pages max) focussing on why we should employ you, including your relevant experience, how you meet the person specification and what you will bring to the role and to the Trust, to jobs@southeastriverstrust.org. Closing date: 23rd November 2017, 12 pm. Interview date is likely to be 6th December 2017 (please be available for interview on this date).