

DEVELOPING THE NATURAL AIRE

PROJECT ENGAGEMENT OFFICER JOB DESCRIPTION

Reports to: Environment Agency DNAire Project Manager

Background

This is a new and exciting opportunity to work with ART in partnership with the Environment Agency to help reconnect the ecology of the iconic River Aire from Gargrave to Leeds City Centre. The Environment Agency and the Aire Rivers Trust (ART) have recently secured a Stage 1 Heritage Lottery Fund grant for their *Developing the Natural Aire* (DNAire) project.

The River Aire flows from its headwaters down through heavily urbanised areas in Bradford and Leeds. The River Aire suffered from centuries of industrial neglect and pollution and is now on the verge of full regeneration. DNAire will enable the return of the iconic Atlantic salmon as well as other migratory species such as sea trout, brown trout, eel and lamprey. We will use this as a means to engage people with the natural, industrial and cultural heritage of the river. This will provide wide benefits for people, communities, the natural environment and heritage along the River Aire from Leeds city centre to Gargrave.

ART is seeking a Project Engagement Officer with experience in designing and delivering community engagement in support of ecological improvements. The Project Engagement Officer will be responsible in the first year for assisting in the development phase of a natural Heritage Lottery Fund project to help secure funding for a further three years for the delivery phase. This will include identification and collaboration with a very wide range of professional and public stakeholders, formulation of plans for future engagement and delivery of an innovative IT heavy programme.

You will be a self-starter and demonstrate a committed, mature and flexible approach to your work. We are looking for an individual with significant practical engagement and project management experience. You will have excellent organisational, communication and reporting skills and have the proven ability to work with a wide range of partners including volunteers, farmers, landowners and others.

Initially offered as a fixed term contract until 30th April 2019, it is hoped this will be extended for a further 3 years subject to satisfactory performance and Stage 2 funding being secured. This is an exciting opportunity to be part of the growing Aire Rivers Trust and to make a real difference to river environments in the Aire Catchment.

The Aire Rivers Trust is an independent environmental charity established to secure the preservation, protection, development and improvement of the rivers, streams, watercourses and water bodies in the Aire catchment, and to advance the education of the public in the management of water and the wider environment. If you believe that you have the passion, commitment and skills to take this unique opportunity forward then we would like to hear from you.

Job Title: 'DNAire' Project Engagement Officer

Location: to be confirmed but likely to be in the Leeds/Bradford area

Duration: Initial 16 month contract (with possible extension of a further three years subject to funding being secured)

Salary Grade: circa. £25,000 plus appropriate travel and other expenses

Hours of Work: 37 hours per week (there will be a need for flexibility to work some evenings and weekends)

Holiday entitlement: 25 days per year plus bank holidays

Reporting to: DNAire Project Manager

(For clarity, this post is being employed by The Aire Rivers Trust who will be responsible for all formal aspects of employment; for day-to-day and operational purposes the post holder will in practice report to the Project Manager, who is an Environment Agency employee.)

Context: The Environment Agency and the Aire Rivers Trust are working together to deliver DNAire - Developing the Natural Aire. This is an exciting, £1.6m, project to ecologically reconnect the River Aire enabling salmon to return to the headwaters for the first time on over 200 years and to engage people with the natural, industrial and cultural heritage of the river. This will provide wide benefits for people, communities, the natural environment and heritage along the River Aire from Leeds to Gargrave.

We have already received Stage 1 Development funding for the project and expect to make our final Stage 2 bid in spring 2019.

Overall Purpose of the Job: DNAire project will restore salmon to the headwaters of the River Aire, reconnect communities with the river and train people in appropriate skills. In this development phase, this role is primarily relating to the people and community engagement and consultation activities of the development phase of the project; in the event of a successful Stage 2 bid, you would move on to delivery of these aspects.

You will support the Project Manager in carrying out the delivery and development of the Developing the Natural Aire Stage 2 Heritage Lottery Fund heritage grant application. This will include:

- i. A Business Plan
- ii. An Activity Plan
- iii. Access Plan
- iv. Capital Works Outline Design and Costs for four fish passes

The Project Engagement Officer will support the Project Manager and Project Board in identifying the full requirements of the Lottery Stage 2 application. She/he will engage with the appropriate agencies and stakeholders to ensure the project meets the requirement of the Heritage Lottery Fund and ensuring that all contributing parties are aware of their delivery requirements.

Contract duration: This fixed term post is initially to 30th April 2019 to support the Project Manager during the Development Phase to secure future funding for the three year Delivery Phase. The role offers the scope to grow your interests and bring new ideas to the Trust and would be extended subject to satisfactory performance and funding being secured. This is an exciting opportunity to become part of a growing Rivers Trust on our flagship project and to make a real difference to river environments.

Person Profile

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

Specific Duties

- Support the drawing up and compiling of the Stage Two bid document.
- Take responsibility for people and community engagement and consultation aspects of the bid.
- Contribute as required to the Science, Technology, Engineering and Maths – training, work placements, apprenticeships and outreach programme.
- Contribute to the development and delivery of the Business Plan and Capital Works Plan and such other documents as are required.
- Work closely with the Project Board and the Project Manager on seeking and securing match funding.

Essential skills and knowledge

Knowledge

- Qualified and/or experienced in people and community engagement and volunteer recruitment.
- A working knowledge and understanding of river ecosystems.
- Heritage Lottery and other funding streams, sources and application processes.

Skills

- Ability to lead, enthuse, inspire, motivate and teach other people in education and conservation techniques, in particular young people.
- Good at networking and able to maintain effective working relationships with a wide variety of people and organisations.
- Strong written and verbal communication skills able to influence a wide range of stakeholders. These will range from local authorities, to community groups to third sector organisations.
- The ability to think creatively and flexibly in order to achieve the immediate and long term objectives of the project.
- Understanding and commitment to equal opportunities good practice and ability to relate to people from a cross section of the community.
- Experience of working with a small organisation and the public or voluntary sectors.
- Proven ability to successfully manage the delivery of projects to time and budget.
- A good eye for and attention to detail.
- Able to prioritise, with management support, multiple, perhaps competing, work streams.
- Self-motivated and able to work unsupervised with good administration, organisational, presentation and time management skills, good record-keeping and a strong ability to multi-task.
- An ability to work outdoors in all weathers.
- Good IT skills with a good working knowledge of Microsoft Office and social media.
- Familiar with appropriate Health and Safety requirements
- A current driving licence and a vehicle suitable for travelling around the project area

Desirable skills and knowledge

- Working knowledge of GIS data systems such as ARC GIS
- Ability to deliver public presentations, guided walks and talks
- Experience in the management and coordination of volunteers
- The ability to drive current ART objectives and contribute to developing future strategies.
- Familiarity with the River Aire and it's associated communities from Leeds to Gargrave.
- Ability to raise substantial match funding for projects.

We may ask you to undertake a DBS, or other relevant, check.

We anticipate that the successful candidate will start in early January 2018, if this would be a problem please explain the situation and your expected start date in your application.

How to apply

To discuss any aspects of this post please email applications@airerivertrust.org.uk

To apply for this post please send a current CV and covering letter explaining why this position is of interest to you, illustrating how you have demonstrated the skills and experience requirements of the post and any other information you consider relevant to applications@airerivertrust.org.uk

Closing Date for applications is 28th November 2017 at 5pm.

Interviews will be held 7th December at the Environment Agency office in Leeds City Centre.