



## JOB DESCRIPTION

# NATURAL CAPITAL COORDINATOR

**REPORTS TO:** SERT Senior Manager

**LOCATION:** Flexible office locations between SERT office based at Carshalton (SM5) and South East Water offices at Snodland or Arlington. Additional hot-desking options at other water company offices in the South East. Occasional travel throughout the UK, Belgium and Netherlands will be required.

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## BACKGROUND

The South East Rivers Trust (SERT) is an environmental charity dedicated to achieving healthy river ecosystems, for all, across the South East of England. The Trust's mission is to deliver outstanding river ecosystem enhancement through science-based action, collaboration, education and engagement. SERT is a member of the national Rivers Trust, and is part of the rivers trust movement which is described as having 'wet feet' because it concentrates its efforts on practical improvement works on the ground. The Trust's core values are central to all it strives to achieve, including bringing positive energy, expertise and specialist knowledge to develop good relationships and deliver to a high standard to make a real difference on the ground.

SERT is recruiting a Natural Capital Coordinator to deliver PROWATER, an exciting European-funded partnership project aiming to address the impacts of climate change and enhance the availability of raw water for people and the environment. The PROWATER ('Protecting and Restoring Raw Water Sources through Actions at the Landscape Scale') project is funded by the Interreg 2 Seas European Regional Development Fund and involves 10 partners from three countries (UK, Belgium, Netherlands). The PROWATER project aims to increase resilience to extreme drought and heavy rainfall events by taking a natural capital approach in the implementation of catchment management measures. The benefits of the measures will be used in a Payment for Ecosystem Services (PES) model to help increase water resilience for the future. The project duration is 2018 – 2022. You can read more about the PROWATER Project here: <https://www.southeastriverstrust.org/prowater/>

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## ROLE SUMMARY

The Natural Capital Coordinator position is a new role within SERT and an integral part of the PROWATER project. You will coordinate and lead the activity of partners in the South East of England, including SERT, Kent County Council and South East Water and you will facilitate the involvement of other 'Observer' water company partners (Southern Water, Affinity Water and SES Water). You will lead these partners to contribute to each of the six work packages in the PROWATER project and to learn good practice from partners in other countries.

You will work with partners from across the project to understand the background context (e.g. policy and organisational drivers) that will shape a successful PES approach to increasing raw water availability. You will contribute to the creation of a toolbox that will support the development of a natural capital approach and the targeting of ecosystem based measures to enhance raw water availability. The toolbox production will be led by other partners in the project. You will work with GIS colleagues to contribute to its development and lead the input from, and application by, partners in the South East of England.

You will work with partners to investigate and develop the detail of how a PES approach can be rolled out, identifying beneficiaries and investigating how such an approach would work in practice and how much of a difference it would be able to make to raw water resources. You will then work with partners in the South East of England to oversee the delivery of three demonstration projects that will contribute to raw water availability in one of the driest and most water-challenged parts of Europe.

The position is offered for 3.5 years with the possibility of extension if the project is rolled out more widely. This is an exciting opportunity for an enthusiastic individual to join a growing organisation delivering high quality river and catchment enhancements based on an ecosystem approach, and make the first PES scheme for water resource management in the South East of England a reality.

## KEY DUTIES AND RESPONSIBILITIES

1. Lead on the management and coordination of the PROWATER project for its partners in the South East of England. You will contribute to the development and delivery of the project's six work packages to a high standard, in collaboration with project partners, SERT colleagues and stakeholders:
    - a. **Project Management:** Responsible for the day to day management of the PROWATER project, including steering committee duties, coordinating local partners, financial management, risk management, project reporting and monitoring delivery progress.
    - b. **PES Best Practice Guidance:** Undertake a SWOT analysis on existing PES schemes to identify best practice on how to develop a rewarding scheme that promotes resilience and meets the needs of a variety of "buyers" by delivering a range of multiple benefits.
    - c. **PES Supporting Tools:** Oversee the development of GIS tools to develop a natural capital approach and support the implementation of a PES scheme to enhance raw water in the south east of England.
    - d. **Demonstration Sites:** Oversee the implementation of a range of ecosystem based adaptation measures as proof of concept, monitoring the effectiveness of these measures in achieving the expected benefits.
    - e. **PES Implementation:** Undertake a long-term assessment on water demand and supply challenges in the region, and work collaboratively with a range of stakeholders to create a Vision for the implementation of the developed PES scheme.
    - f. **Communications and Public Education:** Coordinate internal and external project communication and work with partners to deliver the communication campaigns for the project in the South East of England to increase public awareness and understanding on water usage and drought.
  2. Support local catchment partnerships to develop a natural capital approach and support colleagues to develop projects to enhance natural capital, inspired by the learning of the PROWATER project.
  3. Contribute to and support the work of SERT, delivering the Trust's vision, mission and core values.
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## PERSON SPECIFICATION

Please keep this person specification in mind, as well as the Trust's core values when completing your application.

### Essential skills and experience

- Background in environment or economics and an interest in natural capital and PES
- Experience of working in partnership with a range of stakeholders and sectors in successful project development and delivery
- Good understanding of the drivers, constraints and opportunities of different sectors
- Good partnership coordination, facilitation and leadership skills
- Demonstrable experience of successful project management
- Excellent communication skills with ability to communicate with a range of audiences
- Degree level qualification.

### Desirable skills and experience

- An interest in and a good understanding of the water industry and challenges for water provision in the South East of England
- Involvement in the delivery of large-scale European funded multi-partner projects
- Experience of project development and successful fundraising
- An understanding of a catchment based approach and experience of delivering natural capital enhancement projects.

### Personal attributes

- Strong interest in environmental management and enhancement
- Enjoy working with people from a range of sectors
- Willingness to learn and tackle new challenges
- Self-starter able to prioritise and manage own workloads to meet conflicting deadlines
- Flexible and able to work occasional evenings/weekends and travel as required
- Good communicator and a natural leader
- Positive outlook.

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## CONDITIONS OF SERVICE

**Salary:** c.£33-35k based on experience

**Contract period:** The position is full time, five days a week on a three and a half year fixed-term contract with possibility of extension subject to funding. The appointment will be subject to a six month probationary period during which no holiday can be taken in the first three months 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 access to your own transport when required.

**Pension:** The South East Rivers Trust operates stakeholder pension scheme approved by the Rivers Trust and will pay 6% of salary subject to a 4% employee contribution; this will rise during the contract to 9% employer contribution with 6% employee contribution.

**Hours of work:** The basic working week is 40 hours. Some evening or weekend work may 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.

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## APPLICATION PROCESS

Please email the following to [jobs@southeastriverstrust.org](mailto:jobs@southeastriverstrust.org):

1. A CV (two pages max.).
2. A covering letter (two pages max.) focussing on your interests, why we should employ you, including your relevant experience, how you meet the person specification and what you will bring to the role.
3. The names of three people who would provide references for you including previous managers and peers, and describe in a few lines what you would expect each to say about you if we contacted them.

The closing date for applications is Friday 24<sup>th</sup> August 2018, 5pm. Interviews will take place on 12<sup>th</sup> and 13<sup>th</sup> September 2018 (please be available on these dates).