



## JOB DESCRIPTION

### Senior Project Officer

- REPORTS TO:** Head of Operations
- RESPONSIBLE FOR:** Project Officers, Assistant Project Officers, contractors, volunteers (as appropriate)
- LOCATION:** Office based in Carshalton (SM5) with travel across the South East
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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 to rivers and their catchment areas.

SERT is seeking a Senior Project Officer who will oversee and lead a programme of capital river restoration and habitat enhancement projects across the SERT area. This is an exciting opportunity for an experienced and knowledgeable individual to join our growing expert team and to contribute to our portfolio of ambitious and bold projects based on sound science and best practice.

Working within the Trust's Delivery Team, you will use your previous experience to oversee river and catchment enhancement projects throughout all stages, including conception, development, design, delivery and monitoring. You will work closely with other staff, external partners and stakeholders to identify projects that address priority issues for rivers and their catchments and facilitate project development and design in collaboration with landowners and other key parties. You will lead on the delivery of projects which enhance rivers and their catchments.

River enhancement projects will typically include weir removals, fish passage easements (such as rock ramps, nature-like bypasses or technical fish passes) and river re-naturalisation projects (such as habitat enhancements, reconnecting floodplains & palaeochannels, re-meandering, and backwater creation). Catchment management projects are likely to include wetland creation, Sustainable Drainage Systems (SuDS) and Natural Flood Management (NFM) measures. We would be interested to know about any specialism you have in the above fields when you apply.

The role will suit a highly organised, skilled and practical individual who is confident working on the development and delivery of projects without close supervision. The position is targeted at a more senior level within the Trust: you will be in a position of responsibility, expected to coordinate and lead other staff members to successfully deliver projects on time and to budget.

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# KEY DUTIES AND RESPONSIBILITIES

## **1. Developing and Designing Restoration and Enhancement Projects**

- 1.1. Lead the development and design of a programme of projects, using sound science and best practice.
- 1.2. Facilitate the process of selecting and prioritising enhancement projects for development to delivery stage.
- 1.3. Lead and manage both internal and external input of specialist/technical advice as required for project design (e.g. flood modelling, fish passage options and technical design).
- 1.4. Be responsible for securing all necessary permissions in a timely manner.
- 1.5. Develop and maintain positive and professional relationships with partners and stakeholders, working with them to develop projects.
- 1.6. Identify and develop project and funding opportunities.
- 1.7. Collaborate with other staff in the design of monitoring programmes to evidence project outcomes.

## **2. Delivering Restoration and Enhancement Projects**

- 2.1. Lead a programme of restoration and enhancement projects for the Trust.
- 2.2. Be responsible for engaging and managing contractors where appropriate.
- 2.3. Develop and maintain good working relationships promoting a collaborative and safe working environment.
- 2.4. Oversee and lead on the delivery of enhancement projects on the ground, managing colleagues, contractors, volunteers and partners to deliver, as appropriate.
- 2.5. Be responsible for Health and Safety compliance for projects under your leadership.
- 2.6. Be responsible for good project management and reporting to funders as required.
- 2.7. Facilitate external partner organisations to deliver their own enhancement projects as part of wider restoration plans.

## **3. Contribute to the work of the South East Rivers Trust and its trading subsidiary**

- 3.1. Contribute to the Trust's external communications (e.g. through websites, social media and presentations), profile and good reputation.
  - 3.2. Support the fundraising and growth processes of the Trust and the rivers trust movement.
  - 3.3. Oversee the mentoring of Project and Assistant Project Officers.
  - 3.4. Other duties as may be appropriate to the position.
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## PERSON SPECIFICATION

Requirements	Essential	Desirable
<b>Training and Experience</b>		
Educated to at least degree level in a relevant field or equivalent relevant work experience in the aquatic environment sector.	X	
Tickets in relevant practical skills e.g. chainsawing, brushcutting, dumper or excavator operating.	X	
At least five years' experience designing, overseeing and/or delivering river and catchment enhancement or similar projects.	X	
Experience of surveying rivers and their catchment areas.		X
Experience working in partnership with a range of stakeholders and groups, e.g. local authorities, developers, interest groups, etc.	X	
Demonstrable experience of successful project management including budgets, milestones and reporting.	X	
Significant experience of river restoration project development without close supervision.	X	
Experience of working with contractors to deliver projects including procurement/tendering processes and contracts.	X	
Knowledge and experience of successful fundraising.		X
<b>Knowledge and Understanding</b>		
Thorough understanding of the issues and challenges facing rivers in the South East.	X	
Comprehensive knowledge and understanding of how to design river and catchment enhancement work, responding to different drivers and environmental conditions.	X	
Reasonable understanding/awareness of technical design calculations.		X
Working knowledge of Construction Design and Management (CDM) regulations/duties and other health and safety legislation.	X	
Good understanding of the drivers and needs of a range of stakeholders (developers, local authorities and government agencies).	X	
Good knowledge of the Catchment Based Approach, an Ecosystem Approach and legislation relevant to river and catchment enhancement.		X
A good understanding of the challenges of working in the NGO sector and/or a small organisation.		X
<b>Skills &amp; Personal Attributes</b>		
Competent, physically fit and comfortable to work in and around rivers.	X	
Excellent organisational skills; able to work under pressure to tight deadlines; able to delegate and oversee tasks to other team members.	X	
Proficient IT skills, particularly MS Office and Google.	X	
Skilled in the use of design software, e.g. CorelDraw, CAD.		X
A natural team leader committed to the professional and personal development of staff under your management and other team members.	X	
Excellent communication skills for both internal and external audiences	X	
Genuine enthusiasm, upbeat and passionate about delivering healthy river ecosystems.	X	
A self-starter, able to work to a common goal unsupervised.	X	

Miscellaneous		
Commitment to equality of opportunity.	X	
Full driving licence.	X	
Ability to work occasional evenings and weekend if required.	X	

We are currently recruiting for a range of roles from Assistant Project Officer, Project Officer and Senior Project Officer. Please assess which role you are best suited to and fill out the relevant Application Form.

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## CONDITIONS OF SERVICE

**Salary:** £30,000 – £35,000 (dependent on experience)

**Contract period:** The position is full time, five days a week. 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 by the employee will be three months (one month during the probationary period).

**Driving licence and vehicle:** A full driving licence and your own transport are required. Access to the company van will be provided for restoration works.

**Pension:** SERT operates a contributory pension scheme through the Rivers Trust and will pay 7% of salary subject to a 4% employee contribution. Both employer and employee contributions will increase by 1% in 2020 and in 2021.

**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.

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## APPLICATION PROCESS

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

- a CV (two pages max.),
- a completed Application Form for the relevant job role that you are applying for the river restoration/catchment management specialism you would bring to the Trust,
- your salary expectation, and
- when you would be able to start if offered the position.

The deadline for applications is **30th August**, with interviews taking place on **10th & 11<sup>th</sup> September**. Please get in touch if you are unable to make these dates.

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## APPLICANT PRIVACY POLICY

When submitting your application to us, it is important you are aware of what will happen to your personal data after the position is filled. Please download and read our Applicant Privacy Notice from the website.