



JOB DESCRIPTION

Project Officer

- REPORTS TO:** Head of Operations
- RESPONSIBLE FOR:** Contractors & volunteers (as appropriate)
- LOCATION:** Office based in Carshalton (SM5) with travel across the South East

The South East Rivers Trust (SERT) is a leading environmental charity dedicated to achieving healthy river ecosystems 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. We are a member of the national Rivers Trust and part of the rivers trust movement, which is described as having 'wet feet' because it focuses on practical improvement works on the ground. Our core values are central to all we strive 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.

We are seeking a Project Officer to work in our Delivery Team. With support from senior staff, you will develop and deliver river restoration and habitat enhancement projects which address priority issues for rivers and their catchments. You will use your growing experience to lead on projects throughout all stages including conception, development, design, delivery and monitoring.

You will share your knowledge and experience with Assistant Project Officers, who will support you in your projects. This is an exciting opportunity for an enthusiastic 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.

KEY DUTIES AND RESPONSIBILITIES

1. Developing and Designing Restoration and Enhancement Projects

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

2. Delivering Restoration and Enhancement Projects

- 2.1. Lead on the delivery of enhancement projects on the ground, managing colleagues, contractors, volunteers and partners to deliver, as appropriate.
- 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. Be responsible for Health and Safety compliance for projects.
- 2.5. Be responsible for good project management and reporting to funders and partners as required.
- 2.6. Where appropriate, support 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 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. Mentor Assistant Project Officers where applicable.
 - 3.4. Other duties as may be appropriate to the position.
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PERSON SPECIFICATION

Requirements	Essential	Desirable
Training and Experience		
Educated to at least degree level in a relevant field or equivalent relevant work experience in river restoration projects and /or conservation work.	X	
At least two years' experience either designing, overseeing or delivering river restoration projects and /or conservation work.	X	
Tickets in relevant practical skills e.g. chainsawing, brushcutting etc.		X
Experience of successful project management including budgets, milestones and reporting.		X
Experience of working with contractors to deliver projects including procurement/tendering processes and contracts.		X
Knowledge and Understanding		
A good understanding of the issues and challenges facing rivers.	X	
A good knowledge of how to improve rivers and their catchments.	X	
A reasonable understanding of river restoration techniques.		X
A basic awareness of health and safety legislation.		X
Skills & Personal Attributes		
Competent, physically fit and comfortable to work in and around rivers.	X	
Excellent organisational skills.	X	
Proficient IT skills, particularly MS Office and Google.	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		
Full driving licence.	X	
Ability to work occasional evenings and weekend if required.	X	

We are currently recruiting for a Project Officer and Senior Project Officer. Please assess which role you are best suited to and fill out the relevant Application Form. Those that have previously applied need not apply again.

CONDITIONS OF SERVICE

Salary: £26,000 – £30,000 (dependent on experience)

Contract period: Three year contract. Full time (40 hours per week)

Pension: Rivers Trust pension scheme (7% rising to 8% in 2020 and 9% in 2021)

Driving licence and vehicle: A shared work van is provided for delivery of projects. Your own transport for other travel is requested which will be reimbursed at HMRC rates.

APPLICATION PROCESS

Please email the following to jobs@southeastrivertrust.org:

- a CV (two pages max.),
- a completed Application Form for the relevant job role that you are applying for. Please download from <https://www.southeastrivertrust.org/staff-vacancies/>
- the river restoration/catchment management specialism you would bring to the Trust;
- when you would be able to start if offered the position.

The deadline for applications is **4th November**, with interviews taking place on **14th & 15th November**.

Please get in touch if you are unable to make these dates.

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.