

JOB DESCRIPTION



Job Title:	Head of Conservation
Location:	Penrith, Cumbria
Contract:	Full time
Reports to:	Chief Executive
Direct reports:	River Restoration Manager Natural Flood Management (NFM) Manager Senior Farming and Conservation Officer Species and Habitats Officer Catchment Partnership Officer
Salary Range:	£37,500 - £45,000 per annum

Purpose of job:

To develop and manage the delivery of Eden Rivers Trust's (ERT) Conservation Programme ('Improve' and 'Protect') in line with ERT's Strategic Plan and in the context of the Eden Catchment Plan; work up programmes and projects with staff and key partners and secure funds for their implementation.

ERT's Improve and Protect programmes focus on conserving the River Eden through sustainable catchment management. The programme encompasses river restoration, water friendly farming, natural flood management, habitat creation and monitoring of selected species.

The Head of Conservation will report directly to the Chief Executive Officer and be a part of the Senior Management Team (SMT). They will provide line management to other members of the conservation team and ensure that the programme is delivered to the highest quality in accordance with donor and stakeholder expectations.

Key Responsibilities:

Programme Development

- Shape and develop ERT's Conservation Programme (Improve and Protect) in line with Eden Rivers Trust's strategic plan and in the context of the priorities within the Eden Catchment Plan (2020) – ensuring appropriate integration with our engagement programme (Connect).
- Maximise opportunities to secure diverse grant funding to sustain the programme going forward, working with conservation team members and the Senior Management Team.
- Work with the CEO and senior staff to explore new and novel investment opportunities, such as those presented by private sector investment in ecosystem services and public/private partnerships around the delivery of the new Environment Land Management scheme.

Programme Management

- Day to day management/line management of the conservation team. Including work allocation, regular support and supervision sessions, annual appraisal, performance management and personal development.
- Lead the development and management of the conservation team budget, working closely with the Finance Manager and team members on their individual budgets.
- Ensure the information management for ERT's conservation projects is properly maintained and all projects are properly documented.

Technical support and delivery

- Provide technical advice/expertise in one or more of ERT's conservation programme areas: water quality and land management (farming), river restoration/habitat creation, natural flood management.
- Understand the catchment-based approach to water management and advocate for it internally and externally.
- Support the team in their direct delivery/management of catchment management projects, in working with contractors and in managing relationships with landowners and tenants.

Organisational

- Work closely with the others in the Senior Management Team (the Chief Executive, the Finance Manager and the Head of Engagement) to integrate ERT's programmes of work (conservation and engagement) and to improve project development, management and delivery processes.
- Develop and manage organisational budgets as part of the management team.
- Work with the management team to ensure ERT health and safety policy and practice is adhered to and up to date.
- Work with the Marketing and Communications Coordinator in his/her efforts to promote the work of the conservation programme.
- Alongside others in the conservation team represent ERT.

Partnerships

- Maintain and develop ERTs partnerships with statutory agencies.
- Support team members in maintaining and developing their relationships with landowners and managers.
- Represent ERT at senior level on various partnership platforms and research forums: e.g., Eden Catchment Partnership, Cumbrian Flood Partnerships, the Cumbria River Restoration Partnership, United Utilities Petteril Steering Group, River Eden and District Fisheries Association (REDFA), and others in discussion with the Chief Executive.
- Maintain good working relationships with our umbrella body the Rivers Trust and with sister Rivers Trust in the county and the region.
- Seek out new partners to enhance delivery of ERT's conservation programme.

General Management/Administration

- Produce regular progress reports and contribute to the development of board papers.
- Periodically attend Trust board meetings (early evenings).
- Liaise with the Chief Executive on the progress of the programme.
- Contribute to the development of the organisation as a whole working alongside colleagues on the Senior Management Team.

- Maintain an efficient filing system.
- Actively participate in Team meetings and other Trust meetings/events as required.
- Undertake other duties from time to time as reasonably requested by the Chief Executive.

Person Specification

Essential

- Educated to degree level in a relevant discipline.
- At least 5 years' experience in developing, managing and successfully delivering complex multi-partner conservation programmes and projects – including their financial management.
- Technical knowledge of, and at least 5 years' experience in delivering, one or more of ERTs conservation major programme areas: water friendly farming, river/habitat restoration, natural flood management.
- Understanding of the catchment based approach to water management and experience of its practical application.
- Experience of working in partnership with statutory bodies.
- Experience of line managing multiple members of staff.
- Innovation, strategic thinking and planning in developing conservation programmes.
- Grant writing skills - proven success in securing significant grants for conservation work
- Good problem-solving skills, a pragmatic approach to conservation.
- Diplomacy, good at dealing with a variety of people, as a manager, team worker and in dealing with the general public.
- Clear and persuasive communication: written and verbal.

Desirable

- Experience of working in the environmental charitable sector.
- Experience of being part of a management team that focuses on organisation-wide issues.
- Understanding of political processes, local authorities and charitable company organisational structures and procedures.
- Experience of working with private investors in conservation /delivering environmental outcomes.
- Knowledge experience/accreditation of Construction Design Management (CDM).
- Understanding and awareness of the critical concerns of special interest groups in relation to water management (flooding, biodiversity) and/or river-related recreation (fishing, kayaking etc).

Additional Information

The post will involve travelling around the county. A full UK driving licence is essential, alongside your own transport. Mileage expenses will be paid at 45p per mile. Some evening and weekend work may be required. We will also require the successful applicant to undergo a DBS check and provide satisfactory references.