



The Trent Rivers Trust Engagement Officer

The Trent Rivers Trust has been working in the headwaters of the rivers Amber and Erewash in Derbyshire and Nottinghamshire for 5 years, bringing businesses, communities and organisations together to make these often neglected brooks in the former coalfield cleaner, more enjoyable and better for wildlife. In winter 2018/19 we secured funds from the Esmee Fairbairn and Greggs Foundation to expand this successful '*The River Starts Here*' (RSH) project for a further three years.

We now need to recruit a part-time Engagement Officer to focus on delivering the ever-expanding engagement aspect of this project.

The post is permanent, subject to us securing further funding after our current funding ends in winter 2021/22. We fully intend to secure further funding and it is likely there will be opportunities to increase hours worked and skills with the Trent Rivers Trust.

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| Job Location: | Office base at Ilkeston, but travel around <i>The River Starts Here</i> project area will be necessary. It is likely the post holder will also have to travel to sites and meetings elsewhere in the Trent catchment from time to time. |
| Salary and terms: | Permanent. £22,704 to £25,543 pro rata Half time – 18.75 hours per week, with potential to extend the hours depending on future project work and funding being secured. |
| Reporting to: | Senior Project Manager, Julie Wozniczka |
| Purpose: | To work with the Senior Project Manager to deliver 'The River Starts Here', working with communities, businesses and volunteers so that they enjoy and understand their brooks better and take action to care for them. This will be achieved by leading on a range of engagement activities. |

Engagement activities already established in the catchments include:

- [Our River-Friendly Business Scheme](#)
- Work with disadvantaged groups to engage them with their local brooks through John Muir awards
- River habitat improvement days with volunteers
- Citizen Science approaches such as [Outfall Safari](#) and RiverLife ([Urban Riverfly](#)) monitoring.

Outcomes: People who live or work in the project area enjoy, understand and take action to improve their brooks.

Water quality and habitat in these brooks begins to improve, and monitoring by Trent Rivers Trust and partners demonstrates positive change.

Main Responsibilities of the post:

- Build and maintain productive working relationships with a range of people in communities and the statutory, voluntary, business and education sectors.
- Enthuse these people about the potential of their brooks and how they can help to care for them.
- Recruit and support volunteers and identify opportunities for them to actively contribute to *The River Starts Here (RSH)* project.
- Supervise practical task days carrying out small-scale work on the brooks, meeting health and safety requirements.
- Co-ordinate and deliver education and participation activities for local residents of all ages and abilities in a variety of settings in order to develop a greater sense of community ownership and enjoyment of the local brooks.
- Co-ordinate the River-Friendly Business scheme, engaging and supporting businesses to take part using our existing 'Only Rain Down the Drain' messages.
- Carry out effective communications for *The River Starts Here* through print and social media, TV and radio, local newsletters and other publications.
- Involve people in 'Citizen Science' activities such as Riverfly and Outfall Safari.

Other Responsibilities:

- Manage time productively.
- Represent the Trent Rivers Trust professionally at all times and support colleagues as appropriate.
- Ensure continuous development of skills and knowledge required for the post, undergoing training and performance review as required by the Trust.
- Adhere to all the policies and procedures of the Trust at all times, ensuring your own compliance with the Trust's health and safety policies and procedures and that of any staff and resources for which you are responsible.
- Comply with all legal and contractual obligations concerning the responsibilities of your post.
- Carry out any other reasonable duties commensurate with the level of responsibility of the post, as requested by your line manager, CEO and Board of Trustees.

Essential for the post

General

1. Full driving licence, preferably clean, and use of a car.
2. The successful candidate will be required to undertake a Disclosure and Barring Service check, which needs to be satisfactory.
3. On occasion you will need to work evenings and weekends.

Skills

1. Engaging with a wide range of people in communities, businesses and various governmental and other organisations.
2. Communicating effectively to enthuse and engage a wide range of people in our work:
 - Face to face
 - By email and phone
 - In writing
 - Using social media
 - Through posters, flyers, photos, leaflets (eg using Microsoft Publisher)
 - Through presentations
3. Welcoming and working with disadvantaged people.
4. Recruiting, managing and supporting volunteers.
5. IT: proficient in Word, Excel, PowerPoint.
6. Numeracy - ability to use, interpret and report on data.
7. Organisation and time management.

Knowledge

1. Knowledge of (or strong evidence of ability to learn about) environmental issues relating to the water environment such as water quality, habitat, ecology.
2. Understanding of the [principles of community engagement](#).

Attributes

1. Enthusiasm about the work which the Rivers Trusts undertake
2. Physical ability to get to sites not accessible by vehicle.
3. Ability to learn new skills and approaches and to bring these to your work effectively.
4. A strong team player who can work with other TRT staff to achieve shared work objectives.
5. Ability to seek support as appropriate from manager and colleagues.
6. Positive attitude to Equal Opportunities and Health and Safety

Desirable for the post

1. A degree level qualification in a relevant subject.
2. Other qualifications in relevant subjects.
3. Ability to manage a budget.
4. Skill in using ArcGIS.

5. Experience of working in schools and understanding of the National Curriculum.

It would be an advantage for the successful applicant to be able to increase their working hours, by mutual agreement, should further work become available.

Terms and Conditions

- The starting salary for this post, if full time, would be £22,704 to £25,543 depending on experience, paid pro rata according to the hours worked. For this half time post this equates to £11,352 to £12,772.
- Mileage expenses will be paid in accordance with the HMRC non-taxable levels. Car insurance providers need to be made aware of this business use.
- TRT will contribute 7% of gross salary to an approved pension scheme of choice for the successful post holder subject to a minimum employee contribution of 5%. Otherwise, at the minimum rates as specified by the Pensions Regulator.
- The post attracts an annual holiday entitlement of 25 days plus statutory bank holidays for a full-time post, calculated on a pro rata basis for part time hours.
- The post holder will work from our office in Ilkeston, though some home working is possible by negotiation.
- The appointment will be permanent, subject to ongoing funding availability.

The Trent Rivers Trust Work Ethos

The Trent Rivers Trust (TRT) comprises a small team with a range of skills and qualifications dedicated to the improvement and enhancement of the Trent Catchment. We provide excellent opportunities for staff development and training.

TRT recognises the importance of a strong work-life balance and actively promotes this. A high degree of flexibility is provided to staff members in relation to hours in return for unstinting commitment and absolute honesty and integrity. Staff members are expected to work unsocial hours when necessary, including occasional weekends and evenings.

To apply: Please email the Trent Rivers Trust Application Form to rosie@trentriverstrust.org by 9am on the 24th February 2020. CVs and other forms of application will not be accepted. No agency applications, please.

If you have any questions, please contact Rosie on, rosie@trentriverstrust.org

Key Dates:

Applications to be received by: 9am, 24th February 2020

Interviews will be held on: 9th March 2020 in Ilkeston.

Documents to refer to: Please refer to our [website](#), in particular [The River Starts Here](#) page.