



The Trent Rivers Trust
Job Description: Environmental Project Officer

Job Title:	Environmental Project Officer
Job Location:	Trent Catchment. Home-based.
Salary and terms:	Permanent, subject to funding availability. Salary £23,790 FT
Full-time:	5 days per week but will consider part-time for the right candidate
Reporting to:	Senior Catchment Manager (East)
Responsible for:	None

Purpose of role: To deliver projects and related activities in the Trent catchment. This will involve working on a range of practical river restoration, natural flood management, and other environmental improvement projects. To work with key agencies, stakeholders and TRT staff to deliver effective projects, which restore and improve the river environment, reduce the risk of flooding, and enhance local community resilience.

The Role

The Trust has a growing portfolio of projects across the Trent Catchment and is likely to secure further funding to continue and grow existing projects further. We therefore need a new Environmental Project Officer to support our work on a range of projects. These projects have a variety of objectives including, biodiversity enhancement, improving water quality, natural flood management, habitat creation and connectivity, river restoration and pollution reduction.

It is expected that in this role the Project Officer will support the delivery of Trent Rivers Trust's Business plan and catchment priorities enabling a return of natural processes to the watercourses of the Trent catchment and improvement to a wide range of habitats. The role will include scoping new projects, site assessment, liaising with landowners and partners and supporting project delivery and management.

The role will be home based, but the candidate will be expected to work across the catchment and hot-desk at the Trust office, or partner's offices when appropriate. The role will also entail a high degree of practical work, project monitoring and evaluation and the coordination of volunteers and managing contractors whilst out on site.

Principal Duties and Responsibilities

Project Delivery

- Assist with the delivery and supervision of a portfolio of mainly practical environmental improvement projects across the Trent catchment.
- To work with landowners and where necessary tenants to develop working relationships and the delivery of NFM, river restoration, biodiversity, and habitat improvement interventions.
- Liaise with partners and landowners to develop and design capital works to a high standard and input into detailed specifications and design drawings
- Plan and organise public engagement and other events when required
- To assist in the development, and contribute to, scoping studies and proposals in the areas of NFM, river restoration and biodiversity enhancement across the Trent catchment.
- Obtain landowner permissions for project delivery.
- To ensure that project plans are adhered to and that the works are delivered in accordance with all relevant legislation and the aims of the relevant project.
- Work in close conjunction with the contractors and/or volunteers that will be delivering interventions and ensure that the works are delivered in a suitable and safe manner.
- Work with partners to coordinate and maximise the additional benefits gained from projects TRT is involved in delivering.
- To organise and direct surveys of the flora and fauna at and around the sites where delivery has taken place on TRT led projects.
- To collate data and information from various authorities to help with our understanding of the baseline condition of the various sites TRT is working on.
- Assist with the design and implement monitoring schemes to determine and record the effectiveness of our river restoration, NFM, habitat creation and biodiversity enhancement projects.
- To be familiar and competent in the use of GIS for the development, analysis and monitoring of projects.

Partnership working, coordination and communications

- Build strong relationships with partners and communities in the Trent catchment to facilitate successful and effective implementation of a variety of projects

- Provide material useful in the communication and marketing of TRT and its work when required
- Be responsible for good communication (both internally and externally) of the work you are undertaking and contribute to TRT's knowledgebase regarding the range of projects we deliver.
- Write reports, provide presentations and speak at events as required.

Project reporting, claiming and fundraising

- To report to the Senior Catchment Manager (East)
- To report on the day to day delivery of projects to the Senior Catchment Manager (East) and prepare reports for programme sponsors.
- Be responsible for reporting on project activities for all projects being undertaken in this role.
- Participate in, and contribute to, project meetings both internally and externally.
- Contribute to fundraising and business development activities for delivering further biodiversity enhancement, habitat improvement, NFM and pollution reduction work.
- The Trent Rivers Trust operates a comprehensive accounting and recording system which necessitates all staff to maintain detailed timesheets, monitor costs and to report regularly to funders, team members and Trustees. The Officer will be responsible for ensuring that all the necessary rules are adhered to and claims are submitted in a timely fashion

Contribute to the work of Trent Rivers Trust

- Contribute to and support the work and growth of TRT, delivering the Trust's vision, mission and core values.
- Contribute to the Trust's systems and process, ensuring good record keeping, project and budget management, and reporting to funders, partners and internally as required.
- Take full responsibility for overseeing the Health and Safety requirements of projects they manage and contribute to the improvement of Health and Safety at TRT
- Other duties as may be appropriate to the position.

Experience and Expertise

TRT is seeking a suitably qualified person to fulfil the role of the Project Officer. The following skills and experience have been identified as essential to this role:

Requirements	Essential	Desirable
Training and Experience		
Educated to at least degree level in a relevant field or equivalent relevant work experience in the aquatic environment sector		X
Professional qualifications and/or memberships, e.g. CIWEM		X
At least two years of relevant practical experience in the installation, construction and supervision of environmental enhancement, restoration and related practical projects, ideally based around rivers and / or wetlands.	X	
Experience of surveying rivers and their catchment areas	X	
Experience working with volunteers		X
Experience of working with natural processes for environmental outcomes on the ground		X
Experience of working in partnership with a range of organisations, e.g. government agencies, local authorities, NFU, interest groups, etc	X	
Demonstrable experience of project management including successful budget and time management	X	
Experience of claiming and reporting processes for NGO funded projects, in particular with the Environment Agency and Severn Trent Water		X
Experience of coordinating meetings with a range of partners and stakeholders		X
Effective communications skills including ability to build and maintain good relations with farmers, contractors and representatives of the local community	X	
Previous experience working in the charitable sector in a similar role		X
Experience of successfully communicating water-related messages to a wide variety of audiences through a range of media, e.g. website, presentations etc.		X
Excellent organisational skills and the ability to work independently with minimal supervision.	X	
Knowledge and Understanding		
An understanding of aquatic (river, estuarine and marine) survey techniques	X	

A good understanding of the responsibilities of different authorities relating to environmental legislation, planning, enforcement and flood risk	X	
A good understanding of water environments and the principle impacts influencing water quality, water level management and river processes	X	
Strong communication skills with the ability to explain concepts and provide clear instructions verbally and on paper	X	
Knowledge and familiarity with the use of GIS within the context of recording and interpreting data (ArcGIS or open source software, e.g. QGIS.)	X	
An understanding of the principles of Natural Flood Management (NFM) and how NFM measures can help to reduce flood risk and provide other benefits		X
A good understanding of the causes of flooding and what can be done to reduce and mitigate its impact		X
An understanding of how land management programmes and funding streams can be used to enable delivery of NFM measures (e.g. agri-environment schemes)		X
A good working knowledge of MS Office 365, email and social media	X	
Excellent time management skills with the ability to make day to day decisions under own initiative	X	
Understanding of good record keeping and how to fulfil funders' requirements	X	
A good understanding of the challenges of working in the NGO sector and/or a small organisation		X
Excellent organisational and administrative skills with the necessary attention to detail	X	
Excellent interpersonal skills, both in person, over the phone, via online meetings and email	X	
Miscellaneous		
Commitment to equality of opportunity	X	
Full driving licence and car insured for business use	X	
Ability to work occasional evenings and weekends if required	X	
Knowledge of Health and Safety as it relates to the oversight of environmental projects	X	
Understanding of data protection and GDPR		X

An affinity with the aims and objectives of TRT and its role of improving the Trent environment for people and wildlife.	X	
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Terms and Conditions

- The starting salary for this post is £23,790 FT though according to the hours worked. TRT is willing to consider full or part time working for this post.
- The post will require frequent travel around the Trent catchment and therefore a full UK driving licence and access to a car is essential. 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 8% of gross salary by the Trust, subject to a 5% Employee Contribution or the minimum rates in line with our auto-enrolment scheme, both subject to possible increases.
- The post attracts an annual holiday entitlement of 25 days plus statutory bank holidays for a FTE post, calculated on a pro rata basis for part time hours.
- The post holder will be expected to work from home as their base with mileage paid for travel from that point. The post holder will also be asked to attend meetings and other activities in the Ilkeston office.
- A small 'working from home allowance' is payable on a pro rata basis but employees are expected to provide a broadband connection which can be used for TRT business. Office consumables can be claimed on expenses when used directly for TRT purposes, subject to approval.
- The appointment will be permanent, subject to ongoing funding availability.

The Trent Rivers Trust Work Ethos

The Trent Rivers Trust comprises a small team of environmental professionals dedicated to the improvement and enhancement of the Trent Catchment. Staff members work largely unsupervised and often in isolation although regular team meetings are organised and staff are encouraged to meet up regularly to share ideas and develop work themes and projects.

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 and location of work 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.