



The Trent Rivers Trust

Job Description: Senior Catchment Restoration Officer

Job Title:	Senior Catchment Restoration Officer
Job Location:	Trent Catchment. Home-based.
Salary and terms:	Full time, permanent, subject to three month probation. Salary £26,500 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

Background

The Trent Rivers Trust (TRT) is an environmental charity dedicated to achieving healthy river ecosystems for all, across the Trent Catchment. Our vision is for the River Trent and its tributaries to be rich in wildlife, habitats, landscape and historic features for the benefit of all, now and in the future.

The Trent Rivers Trust is a registered charity employing a dedicated team of people who are passionate about rivers and the water environment. We lead positive action for people, places and wildlife along the rivers and streams of the Trent Catchment.

TRT is a member of the national Rivers Trust, and is part of the rivers trust movement which is comprised of over 60 local trusts.

The Senior Catchment Restoration Officer role is at the heart of being able to achieve our vision as it enables us to deliver a range of projects, all developed through a wider catchment based approach, where understanding local rivers, identifying the issues that affect them and designing appropriate local solutions is important.

The Trent Rivers Trust has expanded over the last three years and we need a new Senior Catchment Restoration Officer to support our growing portfolio of river Restoration, wetland management and habitat improvement scoping and delivery projects.

The role will contribute to the delivery of a current and future pipeline of works including input into the design, management and monitoring of multiple projects of varying sizes and funding values across the Trent catchment.

TRT is a developing and growing charity and a leading practitioner of a variety of catchment restoration projects in the Trent catchment. This significant role will contribute to the charity's impact, improving the aquatic environment through enabling sustainable approaches to urban and rural land management.

Purpose of role

To deliver a variety of catchment and river restoration projects and related activities in the Trent catchment. This will involve working on a range of practical river restoration, fish passage, habitat creation and wetland 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 aquatic and wetland biodiversity.

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 Senior Catchment Restoration 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 officer will support the delivery of Trent Rivers Trust's Business plan and catchment priorities, leading on some of our projects, 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, writing project proposals and seeking permissions as well as supporting project delivery, capital works management and monitoring.

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, fish passage and habitat improvement interventions.
- Liaise with partners and landowners to develop and design their or TRT's capital works to a high standard and input into detailed specifications and design drawings.

- Oversee smaller projects (tree planting, wetland enhancement etc.) under the guidance of the Senior Catchment Managers
- Plan and organise public engagement and other events when required
- To assist in the development, and in some cases lead scoping studies and proposals in the areas of river restoration, wetland improvement and biodiversity enhancement across the Trent catchment.
- Obtain landowner and other 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.
- 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 and analyse data and information from various authorities to help with our understanding of the baseline condition of the various sites TRT is working on.
- Support the design of a variety of projects, able to use hydrological data collection and analysis tools to inform project planning.
- Implement monitoring schemes to determine and record the effectiveness of our river restoration, fish passage, habitat creation and biodiversity enhancement 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
- Identify project opportunities that deliver multiple benefits which will address the issues affecting the Trent catchment and the priorities of the catchment partnerships TRT hosts.
- Explain the theory behind improving rivers and catchments to a wide variety of audiences, to ensure buy in and a joint partnership approach.
- 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 Manger (East)
- To report on the day to day delivery of projects and prepare reports for programme sponsors.
- Help develop new project ideas and identify possible funding sources which will enable TRT to develop new catchment restoration or enhancement projects within the Trent catchment.
- Be responsible for reporting on project activities, when required for internal and external purposes.
- Participate in, and contribute to, project meetings both internally and externally.
- Work with the CEO, Senior Catchment Managers and Finance Manager to ensure all claims are properly processed in line with agreed timescales
- 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 responsibility for overseeing the H and S requirements of projects they manage and contribute to the improvement of H and S 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 Senior Catchment Restoration 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/catchment environment sector	X	
Professional qualifications and/or memberships, e.g. CIWEM		X
At least three 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	
A comprehensive understanding of one or more relevant topics, such as nature based solutions (e.g. river restoration, constructed wetlands, natural flood management, habitat improvement, fish passage)	X	
Experience of surveying rivers and their catchment areas	X	
Experience working with volunteers and contractors to deliver capital works.		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
Experience of collating and analysing data and summarising it in an engaging way for external audiences	X	
A Track record of supporting successful funding applications		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		
Knowledge of river processes, resource protection and conservation/habitat and species management and how river ecosystems function	X	
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	
Knowledge and understanding of the Catchment Based Approach (CaBA) initiative		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	
Knowledge of hydrological modelling techniques, LIDAR and other site data capture methods		X
An understanding of how land management programmes and funding streams can be used to enable delivery of nature based solutions 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 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 H and S 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	

Terms and Conditions

- The starting salary for this post is £26,500 FTE. It is anticipated that this will be a full-time post but part time working may be considered for an exceptional candidate; the salary will be paid pro rata in this case
- The post holder will be required to satisfactorily complete a three month probation period before being fully confirmed in the 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 9% of gross salary by the Trust, subject to a 6% 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.