



The Trent Rivers Trust
Job Description: Catchment Restoration Officer

- Job Title:** Catchment Restoration Officer (two roles)
- Job Location:** Trent Catchment. Home-based.
- Salary and terms:** Fixed-term, 2.5 years. Salary £23,790 FT
- Full-time:** 5 days per week but will consider part-time for the right candidate
- Reporting to:** Catchment Restoration Project Manager
- Responsible for:** None

Background:

Two roles are available and will form part of a team delivering a major programme of river restoration within the Trent catchment, working closely with Severn Trent Water and other partners on two rivers.

Purpose of role:

These two new positions will develop and deliver a range of restoration schemes in the Henmore Brook in Derbyshire and the Dover Beck in Nottinghamshire. These waterbodies currently suffer from low flows caused by abstraction upstream. The overall aim of the projects are to design and deliver river restoration schemes that improve catchment resilience to these low flow conditions. To achieve this, the successful candidates will work with stakeholders, project partners and TRT staff. Both roles will be managed by a Catchment Restoration Project Manager, overseeing the delivery of the whole restoration programme.

The Role

Funded by Severn Trent this role will see the successful candidates deliver river restoration schemes across a catchment over a two-and-a-half-year period.

The successful candidates will organise and undertake surveys and walkovers to scope potential sites that would benefit from restoration. The candidates are expected to liaise with landowners to secure relevant permissions for these surveys. Following on the candidate will help develop designs and procure contractors to undertake the delivery of the works.

The role will be home based, but the two successful candidates will be expected to work across their specific catchment and hot-desk at the Trust office located in Ilkeston. The role will also entail a high degree of practical work, project monitoring, evaluation and some coordination of contractors whilst out on site.

Project Delivery

- To assist in the development, and contribute to, scoping studies and proposals in river restoration and biodiversity enhancement across either the Henmore Brook, or the Dover Beck catchments.
- Assist with the design, delivery and supervision of a portfolio of river restoration, biodiversity, and habitat improvement projects on the Henmore Brook or Dover Beck catchments.
- To work with landowners and tenants to secure permission for surveys, and the delivery of interventions.
- To organise and direct surveys of the flora and fauna at and around the sites where delivery has taken place on TRT led projects.
- Plan and organise public engagement and other events when required.
- 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 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 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, habitat creation and biodiversity enhancement.
- To be familiar with 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 two catchments to facilitate the 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 Catchment Restoration Project Manager
- To report on the day-to-day delivery of projects to the Catchment Restoration Project Manager and prepare reports for programme sponsors.
- Be responsible for reporting on project activities 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 and pollution reduction work.
- The post holder will be responsible for ensuring they provide timesheets, expense claims and are monitoring project spend to report regularly to funders, team members and Trustees.

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 as delegated 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 two suitably qualified persons to fulfil the role of Catchment Restoration Officer. The following skills and experience have been identified as essential to these roles:

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	
Experience of surveying aquatic and / or terrestrial habitats and rivers.	X	
Evidence of understanding what contributes to achieving successful budget and time management		X
At least one year of practical experience in the installation, construction and supervision of environmental enhancement, restoration and related practical projects.		X
Professional qualifications and/or memberships, e.g., CIWEM		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
Experience of partner and funder reporting processes		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	
Excellent organisational skills and the ability to work independently with minimal supervision.	X	
Knowledge and Understanding		
Ability to identify ecological constraints when undertaking site surveys	X	
A good understanding of the responsibilities of different authorities relating to environmental legislation, planning, enforcement and flood risk		X
A working understanding of water environments and the principle impacts influencing water quality, water level management and geomorphology.	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
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	
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 restoration 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 £23,790 FT. 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, willingness to drive 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 fixed term, with the possibility of extension 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 often work largely unsupervised 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.