

Wear Rivers Trust

Job Description

Job Title	Project Officer
Job Location	Office location to be Pity Me, Durham City or elsewhere in the Wear catchment
Salary & terms	£15940 + Benefits, Thirty month initial contract.
Reporting to	Chairman of Trustees & Board

Job Objectives

Development

- Liaise with the Environment Agency to develop projects including creating angling opportunities/participation and improve the quality and availability of the Wear catchment's environment thereby continuing to promote the social, economic and environmental benefits of outdoor activities.
- In consideration of this, in the first month, prepare a work programme for the first 12 months for the River Wear catchment, identifying and prioritising actions required.
- Consult with strategic partners and stakeholders including the general public
- Develop links with community groups, inc. the general public and organisations to provide volunteering opportunities and engagement in tasks identified within the project.
- Collate existing data sources, projects and organisational objectives relevant to the sustainable management of the River Wear catchment to produce a central reference point for information relating to the Wear catchment.
- Attend meetings with trustees and with partners
- Attend consultative/training meetings as required.

Networking

- Maintain a close relationship with and produce regular briefings for the Chairman and Trustees of the Wear Rivers Trust.
- Represent the Trust at relevant conferences and seminars.
- Recruit and work with volunteers.
- Take part in annual staff appraisals.

Education

- Promote the environmental aims of the Trust to project partners, the general public and river stakeholders

Project Promotion

- Under guidance (from Chairman and Trustees) assist with media releases and project promotion activities including Trust newsletters.
- Collate and maintain a diary of all relevant events taking place in the Wear catchment.

Fundraising

- Assist the Trustees in identifying and pursuing funding partners and opportunities.
- Produce reports and/or presentations for patrons, members and funders of the Trust.

Administration

- Carry out administrative tasks associated with project monitoring and reporting with particular attention to financial requirements of funders.
- Build mailing database of various stakeholders and partners.
- Assisted by the relevant Trustee and by the company's accountants and auditors, ensure that adequate audit trails are in place for all aspects of the development of the action plan.

Job Requirements

Competencies

- Ability to work independently towards agreed targets and produce detailed but concise reports.
- Good computer-based word-processing and spreadsheet skills.
- Excellent organisational skills.
- Confident at communication at all levels and good at public speaking

Knowledge

- Geography, aquatic sciences, ecology or other relevant subject to undergraduate degree level at least or considerable practical experience.
- The ecosystems approach and sustainable development, the impact of the community on the catchment, and land management issues.
- River restoration and survey techniques.
- An understanding of river issues and the points of view of various stakeholders including riparian owners, anglers and other river users.
- Health and safety issues.
- Awareness of the Wear catchment, its social heritage and culture, the range of habitats it sustains, including stillwaters and wetlands.
- Knowledge of the various statutory bodies with responsibility for the river catchment and their remits.

Experience

- Experienced communicator to a range of audiences.
- Experience in organising events.
- Experience of the various statutory bodies involved in river management.
- Experience of the NGO sector and of community issues.
- Dealing with volunteers.
- Previous work on environmental regeneration or enhancement projects beneficial.

Level of Authority

Responsibility for the Trust and the project lies with the Board of Trustees. The post holder will report to the Chairman & board.

Resources

- Office facilities will include computer with internet and e-mail, printer, fax, scanner, telephone.
- Personal protective equipment as necessary (e.g. life jacket)

Additional information

- The post involves travelling around the catchment and occasionally throughout the UK / EU overnight.
- Post holder must be able to drive and willing to use own car for work, for which expenses will be reimbursed at Inland Revenue recommended rates.
- The post holder must be willing to work as circumstances dictate in the evening and at weekends for which time off in lieu (TOIL) is granted.
- The post holder will be required to attend relevant River's Trust training courses.
- The post holder must be capable and confident when working in a river environment.
- A willingness to turn a hand to whatever is required will be a big plus.