



## JOB DESCRIPTION CATCHMENT OFFICER

- REPORTS TO:** Senior Catchment Advisor
- MEMBER OF:** Catchment Team led by the Head of Science and Partnerships
- RESPONSIBLE FOR:** No direct reports. Volunteers and contractors as required
- LOCATION:** We operate a hybrid working policy. This role will be based at home, with some time in the office and on site with travel across the SERT area. We are currently seeking a new office in either Sutton, Leatherhead or Redhill. Potential for occasional travel throughout the UK.
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### ORGANISATION AND ROLE OUTLINE

The South East Rivers Trust (SERT) is an environmental charity dedicated to achieving healthy river ecosystems for all, across the South East of England. The Trust's mission is to deliver outstanding river ecosystem enhancement through science-based action, collaboration, education and engagement.

SERT is a member of the national Rivers Trust, and is part of the rivers trust movement which is comprised of over 60 local trusts, which are described as having 'wet feet' because they concentrate their efforts on practical environmental enhancement works on the ground. The Trust's core values are central to all we strive to achieve, including bringing positive energy, expertise and specialist knowledge to develop good relationships and to deliver to a high standard making a real difference to rivers and their catchment areas.

The Catchment Officer role is at the heart of being able to achieve our vision as it brings together groups of stakeholders and members of the community to take a catchment based approach in understanding their local river, identifying issues that are impacting rivers and catchments, and working together to find and implement solutions that will improve the health of the water environment.

The Trust is recruiting a new Catchment Officer to join our growing team of five officers, within a wider team of more than 25 staff. While it is expected that this position will continue to be funded by the role successfully securing funding contributions, the position is initially offered as a one-year contract, until this continued funding is confirmed. We will consider both full and part-time (0.8 FTE [full time equivalent]) applications. Going forwards, there is scope to specialise within aspects of the role and steer our catchment work towards specific priorities, for example: natural flood management, fish passage and habitat enhancement, education and engagement, or water quality enhancement. We would be interested to hear your skills and interests which align to these areas, or others, and how you would like to develop this role in the future.

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### JOB SUMMARY

There are two primary components to the role:

- (i) coordinating and leading Catchment Partnerships; and
- (ii) developing, funding and delivering small scale river and catchment enhancement or education and engagement projects, with community volunteers or contractors.

You will continue the development of established Catchment Partnerships, hosting the Loddon and Cuckmere partnerships. You will coordinate and lead the Catchment Partnership, working closely with the Trust's Senior Catchment Advisor and Head of Science & Partnerships, including creating and updating relevant catchment plans and visions and applying the Catchment Based Approach (<https://catchmentbasedapproach.org/>).

Working within the Trust's Catchment Team, you will be responsible for a programme of partnership projects in your catchments. This will include project development, funding applications, planning and some delivery work. This programme will aim to reconnect people with their local river and water environment and deliver ecological improvements which will enhance the provision of ecosystem services by the catchment to society. These projects will primarily deliver nature based solutions to address environmental issues, covering a range of themes from pollution prevention and monitoring, river restoration, enhancing water resources, natural flood management, education, and community engagement. A number of such projects are already underway, and so you will contribute to established projects as well as having the opportunity to strategically develop future project opportunities for the short, medium and long term, aligned with the priorities set by SERT and the Catchment Partnership.

The Trust aims to work in partnership with other organisations wherever possible to deliver multiple objectives, provide a joined up approach for stakeholders and avoid duplication of effort. You will communicate with a wide range of stakeholders and communities, through a range of media, for example: meetings, events, website, workshops, phone, social media, etc. You will be personable, diplomatic, questioning, able to explain technical concepts in simple terms, have strong facilitation skills and be passionate about rivers and the environment. Fostering partnership working and the ability to build functional partnerships and strong working relationships will also be essential for the role.

This public facing role will suit a natural leader and communicator who will become the face of the Trust's work within your catchments. This is an exciting opportunity to join a growing and dynamic team making a real difference for the environment.

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## KEY DUTIES AND RESPONSIBILITIES

### 1. Coordinate and support Catchment Partnerships, partnership working and the Catchment Based Approach (CaBA)

- 1.1. Develop quality and productive relationships with partners and stakeholders across the SERT area and specifically in the Loddon and Cuckmere & Pevensy Levels catchments;
- 1.2. Work with the Trust's existing Catchments Team to strategically lead the Catchment Partnership and any sub-groups;
- 1.3. Steer the Catchment Partnership and sub-groups in the creation and/or update of their Catchment Vision and Plan based on data and evidence of river and catchment issues;
- 1.4. Organise and host Partnership meetings, encouraging and facilitating the participation of a range of stakeholders;
- 1.5. Maintain good working relationships with existing catchment partners, as well as expand and grow relationships with new stakeholders as required;
- 1.6. Represent the Trust at local meetings across the South East;
- 1.7. Work closely with other staff at the Trust to coordinate on restoration and enhancement opportunities with external partners and through the Catchment Partnership(s).

## 2. Project development and delivery to make a difference to the water environment

- 2.1. Identify project opportunities that deliver multiple benefits which will address the issues affecting the catchment and the priorities of the Catchment Partnership;
- 2.2. Build project partnerships to deliver joint objectives and goals;
- 2.3. Develop project detail and work with colleagues to secure funding for project delivery;
- 2.4. Explain the theory behind improving rivers and catchments to a wide variety of audiences, to ensure buy in and a joint partnership approach;
- 2.5. Work with catchment partners to engage and connect communities to their local rivers, generating grassroots support for the work of the partnership;
- 2.6. Work with other SERT teams to deliver a range of restoration and enhancement, education and engagement projects within the catchments.

## 3. Management, administration and fundraising

- 3.1. Contribute to and support the work and growth of SERT, delivering the Trust's vision, mission and core values;
- 3.2. Undertake day-to-day management of partnerships and projects keeping good records; leading on budgeting, reporting, claiming and evaluation as required;
- 3.3. Contribute to developing funding opportunities and fundraising for the Trust's activities;
- 3.4. Contribute to the Trust's external communications (websites, social media and presentations), profile and good reputation;
- 3.5. Other duties as may be appropriate to the position.

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## PERSON SPECIFICATION

Please keep this list of requirements in mind, together with the Trust's core values when completing your application. Knowledge, experience, skills and aptitudes will be assessed through the application process and at interview.

| Requirements   | Essential | Desirable |
|--|-----------|-----------|
| <b>Qualifications, Training &amp; Experience</b>   |           |           |
| A relevant degree or significant experience in a relevant area: freshwater management, aquatic science, river restoration  | X         |           |
| A comprehensive understanding of one or more relevant topics, such as nature based solutions (river restoration, constructed wetlands, natural flood management), community engagement, education or citizen science | X         |           |
| A good level of experience of working in partnership with a range of organisations and sectors to achieve common goals   | X         |           |
| Some experience of organising and delivering a range of events including partner workshops and other meetings, and/or outdoor practical work   | X         |           |
| Experience of collating and analysing data and summarising it in an engaging way for external audiences  |           | X         |
| Track record of successfully delivering projects and satisfying funders' requirements  | X         |           |
| Experience of developing and/or delivering practical river restoration projects, inc. regulatory consenting processes and/or practical on-site delivery  |           | X         |
| Experience of managing projects  |           | X         |
| Track record of successful funding applications  |           | X         |
| A relevant first aid qualification   |           | X         |

| <b>Knowledge &amp; Understanding</b>  |   |   |
|---|---|---|
| Knowledge of the objectives , drivers and funding mechanisms of external stakeholders: water companies, local authorities, environmental NGOs, local businesses, land users and land owners |   | X |
| A good level of knowledge and understanding of how river ecosystems function  | X |   |
| A good level of knowledge of the issues faced by rivers and the water environment and the solutions, especially nature based solutions, which can address them                              | X |   |
| Knowledge and understanding of the Catchment Based Approach (CaBA)  |   | X |
| Knowledge and understanding of the Water Framework Directive (WFD)  |   | X |
| <b>Skills &amp; Personal Attributes</b>   |   |   |
| Excellent communication skills, both verbal and written   | X |   |
| A natural leader - able to hold the attention of a range of audiences   | X |   |
| A strong diplomat with ability to mediate between different views   | X |   |
| Organised   | X |   |
| A positive 'can do' attitude  | X |   |
| Ability to work as part of a team and independently   | X |   |
| Strong IT skills (email, MS Office)   | X |   |
| Proficiency in GIS and spatial analysis   |   | X |
| Ability to inspire and lead teams of volunteers/communities   | X |   |
| Willingness to learn and be flexible to support the organisation  | X |   |
| <b>Miscellaneous</b>  |   |   |
| Full driving licence and access to private (or hire) vehicle for work purposes  | X |   |
| Ability to work occasional evenings and weekends  | X |   |
| Suitable, safe home working environment   | X |   |
| Understanding of Health and Safety risks and mitigating actions   | X |   |

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## CONDITIONS OF SERVICE

**Salary:** £28,000 - £32,000 (pro rata for part time) commensurate with experience.

**Contract period:** The position is full time or 0.8 FTE, on a one-year fixed-term contract. It is hoped that the role will continue, subject to performance and funding. The appointment will be subject to a six-month probationary period.

**Pension:** SERT operates a contributory pension scheme and will pay 9% of salary subject to a 6% employee contribution.

**Annual Leave:** Annual leave entitlement is 25 days plus public holidays (pro rata for part time)

**Hours of work:** The basic working week is 40 hours. Occasional evening or weekend work may be required, for which time off in lieu can be taken. No overtime will be paid.

**Driving licence and vehicle:** A full driving licence and access to your own transport is required. Access to a van will be provided for events.

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## APPLICATION PROCESS

At SERT we believe in equality of opportunity and positively encourage applications from suitably qualified and eligible candidates regardless of age, sex, race, disability, sexual orientation, gender reassignment, religion or belief, marital/civil partnership status, or pregnancy and maternity. We are committed to better reflecting society and the communities who use, need and enjoy our rivers within our workforce. We welcome requests for flexible working. All applications will be judged solely on merit.

Please email the following to [jobs@southeastriverstrust.org](mailto:jobs@southeastriverstrust.org):

- a completed Application Form for the relevant job role that you are applying for. Please download the application form from [our website](#).
- a completed Equality and Diversity Monitoring Form. Please download the form from [our website](#).

The deadline for applications is **Sunday 6<sup>th</sup> March at 5pm**, with interviews taking place on **Tuesday 22<sup>nd</sup>** and **Wednesday 23<sup>rd</sup> March 2022** via Zoom. Please get in touch if you are unable to make these dates.

If you would like to discuss the position please email [jobs@southeastriverstrust.org](mailto:jobs@southeastriverstrust.org), with your enquiry and we will arrange to call you back.

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## APPLICANT PRIVACY POLICY

When submitting your application to us, it is important you are aware of what will happen to your personal data after the position is filled. Please download and read our Applicant Privacy Notice from the website.