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**River Restoration Officer**

**Introduction**

Warwickshire Wildlife Trust (WWT) is one of the 46 UK Wildlife Trusts. Established in 1970 we are a grass roots organisation governed by trustees elected from a membership of over 30,000 people, 99% of whom live in the county, and supported by over 800 active volunteers. We manage sites covering 1,000 hectares in Warwickshire, Coventry and Solihull and no one living or working in that area is more than 6 miles from one of these 67 nature reserves.

As members of the influential network of Wildlife Trusts, we are part of a collective covering the whole of the UK with around 900,000 members, 32,500 volunteers, 2,600 staff and 600 trustees, all working together through a central unit, the Royal Society of Wildlife Trusts (TWT). Together we are on a mission to restore a third of the UK’s land and seas for nature by 2030. We believe everyone, everywhere, should have access to nature and the joy and health benefits it brings. Each Wildlife Trust is an independent charity formed by people getting together to make a positive difference for wildlife, climate and future generations. Together we care for 2,300 diverse and beautiful nature reserves and work with others to manage their land for nature, too.

WWT has an ambitious strategy that by 2030, nature will be in recovery with abundant and diverse wildlife everywhere, and that natural processes will be creating wilder landscapes where people and nature thrive.

Fundamental to that approach is our ambition to make more space for nature. In order to achieve that we must influence policy, work in partnership with other people and continue to deliver a range of impactful projects through collaboration that help bring our wildlife back and enable others to act for nature on their land.

The Sherbourne Valley Project matches that ambition with a financial investment greater than any project in the organisation’s 55-year history. The project is focussed around three themes of built, cultural and natural heritage and aims to bring the city’s river back to the hearts and minds of the community through a series of iconic river restoration projects. Alongside the enhancements to the natural heritage, the project will use creative and innovative techniques to raise awareness of the river’s cultural and built heritage inspiring people to appreciate the river at the heart of the city.

**Job title: River Restoration Officer**

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| **Accountable to:** | Sherbourne Valley Project Manager |
| **Location:** | Based at Brandon Marsh Nature Centre, CV3 3GW with agile working.  With regular travel within the scheme area. |
| **Salary:** | Grade 2b: £28,239 |
| **Benefits:** | * Employers’ pension contribution up to 7% (with 4.5% from employee) * 25 days holiday plus bank holidays, rising after 2 years’ service * Access to Electric Vehicle salary sacrifice scheme * Employee Assistance Programme & Wellbeing Support * Death in service benefit equivalent to 3x salary tax free * Access to cycle to work scheme * Generous sick pay * Staff discounts |
| **Liaison with:** | Warwickshire Wildlife Trust staff, volunteers, external partners, funders and general public |
| **Responsible for:** | Supporting Volunteers and Trainees |
| **Hours:** | Full Time, 35 hours per week |

**Job Purpose:**

Working with partner organisations, contractors and local community volunteers this role will deliver transformational enhancements to rivers and associated greenspaces in Coventry.

**Key Responsibilities:**

1. **Project Delivery**
   1. Undertake a range of river restoration projects along the rivers and tributaries.
   2. Support with the management of contractors undertaking detailed design work and practical delivery along the rivers and tributaries
   3. Lead groups of volunteers undertaking small scale complementary restoration works on the rivers and tributaries.
   4. Undertake a range of surveys including MORPH and river fly prior to and following restoration works to monitor the impact.
   5. Promote the Trust’s ‘Team Wilder’ approach, inspiring and enabling others to take action independently, extending the reach of the project.
2. **Project Management** 
   1. Support the Sherbourne Valley Project Manager as and when appropriate with evidencing gathering and reporting progress to funders.
   2. Liaise with project partners and funders regularly to ensure they are kept informed of all planned activity.
   3. Research, risk assess and formally agree any work on Coventry City Council or other land owners land, securing the necessary permissions or consents.
   4. Work to delegated project budgets and resources and purchase small items; reporting on progress in an accurate and timely manner through 1:1s and expenses.
   5. Apply for relevant consents, permits and ensure that work meets CDM legislation.
3. **Management and Development of Volunteers**
   1. Provide inspirational leadership to volunteers.
   2. Encourage volunteers to become fully involved with the process of river restoration.
   3. Undertake risk assessments for sites and activities and ensure that the Trust's Health and Safety policies are followed.
4. **Project Communications**
   1. Foster excellent communications with colleagues, partners and volunteers.
   2. Support the River Sherbourne Project Manager to ensure all project communications are clear, concise and follow brand and funder guidelines where applicable.
   3. Act as an ambassador for the Trust; liaising with neighbours, the public and local and statutory authorities where necessary.
5. **General Responsibilities:** 
   1. Promote the work, mission and vision of the Trust at all times.
   2. Use every opportunity commensurate with other duties to contribute to the Trust’s membership recruitment, fundraising and engagement of people.
   3. Ensure a high level of customer service in all dealings with the public.
   4. Ensure continuous development of skills and knowledge required for the post, undergoing training and performance review as required by the Trust.
   5. Work within all the policies and procedures of the Trust, ensuring own compliance with the Trust’s health and safety policies and procedures and that of any resources for whom you are responsible.
   6. Work at all times within the Warwickshire Wildlife Trust’s Equal Opportunities Policy and to promote equal opportunities.
   7. Comply with all legal and contractual obligations concerning the responsibilities of your post.
   8. Assist in the preparation of annual budgets, work programmes and reporting requirements for your area of work.
   9. Carry out any other reasonable duties commensurate with the level of responsibility of the post, as requested by the Chief Executive.

**Person Specification**

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| **Experience** | **Essential** | **Desirable** |
| Practical experience of working in nature conservation | ✓ |  |
| Previous experience of managing contractors | ✓ |  |
| Previous experience in leading, organising and supervising volunteer groups | ✓ |  |
| Working as part of a team and in partnership with other organisations | ✓ |  |
| Previous experience of undertaking MORPH and/or river fly surveys |  | ✓ |
| Previous experience of doing land walk overs, and site auditing |  | ✓ |
| Working on a river project that involved applying for permits and complying with CDM regulations |  | ✓ |
| **Knowledge** | **Essential** | **Desirable** |
| Relevant degree / postgraduate qualification or equivalent professional experience | ✓ |  |
| River restoration techniques | ✓ |  |
| Understanding of rural and urban landscapes and their challenges | ✓ |  |
| Understanding of current river and wetland related issues | ✓ |  |
| Understanding CDM regulations, permitting and consents |  | ✓ |
| Basic knowledge of marketing, campaigning and communications methods and opportunities |  | ✓ |
| Knowledge of the Wildlife Trusts and their work |  | ✓ |
| Knowledge of methods of encouraging participation from a wide audience |  | ✓ |
| Knowledge of the habitats, wildlife and wild places found in Coventry |  | ✓ |
| **Skills** | **Essential** | **Desirable** |
| Innovative and enthusiastic about engaging people with wildlife and the environment | ✓ |  |
| An infectious ability to enthuse, motivate and engage with diverse volunteers | ✓ |  |
| Excellent communication and interpersonal skills | ✓ |  |
| Highly organised, with effective planning skills | ✓ |  |
| Ability to take initiative, work alone and within a team | ✓ |  |
| Report writing | ✓ |  |
| Current full driving licence | ✓ |  |
| IT literate | ✓ |  |
| Experienced and competent with use of GIS (e.g. QGIS) |  | ✓ |
| **Personal qualities** | **Essential** | **Desirable** |
| Ability to maintain high levels of enthusiasm, positivity and self-motivation | ✓ |  |
| Ability to be proactive and organise own workload but also likes to work as part of a small team | ✓ |  |
| Integrity and diplomacy | ✓ |  |
| Mature and responsible outlook | ✓ |  |
| Determination to succeed | ✓ |  |
| Eager to learn | ✓ |  |
| Good listener and patient | ✓ |  |
| Commitment to diversity | ✓ |  |

**GENERAL INFORMATION FOR THE POST**

**Warwickshire Wildlife Trust**

Further information can be found on our web site: [www.warwickshirewildlifetrust.org.uk](http://www.warwickshirewildlifetrust.org.uk)

**Selection and Assessment**

The candidates who appear to best meet the person specification will be invited to attend for interview. We recommend that applicants pay particular attention to demonstrating how they meet the person specification on the application form.

The assessment will consist of an interview designed to give candidates an opportunity to demonstrate their skills and suitability for the post. Details will be sent to short-listed candidates.

Interviews on Tuesday 19th September.

**Appointment**

All our offers of employment are made, subject to some pre-employment checks including: Satisfactory References, Checks on eligibility to work in the United Kingdom, Checks on relevant certificates. Due to the anticipated level of contact with children or other vulnerable members of society involved with this role, a satisfactory Criminal Records Bureau/Independent Safeguarding Authority check is required.

**Salary**

Your salary will be based on your skills, knowledge and experience. You will be paid monthly in arrears by credit transfer to a bank or building society account.

**Location**

This post will be based at the Trust’s offices at Brandon Marsh Nature Centre, with the option for agile working based on the Trust’s agile working policies. Employees may be required to work at other Trust or non-Trust sites from time to time. The successful candidate will be expected to travel to visit sites within the project area, some of which are in remote locations and many include rough terrain as an integral part of their character. The role will involve some lone working.

**Hours of Work**

Our employees work a 35 hour week (full time). In view of Warwickshire Wildlife Trust’s work, employees can be called upon from time to time to work a reasonable period outside of the set hours. No overtime will be payable.

**Holiday Entitlement**

Our holiday year runs from January to December. Full time employees get 25 days holiday per year plus bank holidays. For permanent members of staff this increases to 27 days after 2 years and 28 days after 5.

**Pension**

You will be automatically enrolled in the Warwickshire Wildlife Trust Pension Scheme if you meet the eligibility criteria, though you may opt out. As an employee you contribute 4.5% of your salary into the scheme and the Trust as your employer contributes an additional 7%.

**Notice**

If you choose to leave the Trust you will be required to give one months’ notice.

**Equal Opportunities**

Warwickshire Wildlife Trust is committed to equal opportunities and appoints on merit. We welcome applicants from all sections of society regardless of gender, sexual orientation, race, disability, marital status, age and religion, perceived community background or political beliefs.

**CVs**

Please be advised that CV's cannot be accepted on their own and will not be considered if submitted without a completed application form. A completed Warwickshire Wildlife Trust application form only will be accepted.

**Responding to Applications**

Thank you for showing an interest in this job and for taking the time to apply. Unfortunately, due to administration costs, we regret that only short-listed candidates will be contacted. If you have not heard from us within four weeks of the closing date then please assume that your application has been unsuccessful on this occasion.

*The purpose of this information is solely to provide prospective candidates with details relating to the post. It may not be construed as an offer of employment, nor does it form part of the contract of employment or the role profile.*