

JOB DESCRIPTION



Job Title:	Project Officer
Location:	Currently home based
Contract:	Full Time
Report to:	Director
Salary Range:	Up to £30,000 p.a.(depending on experience) plus benefits package including contributory pension

Purpose of the job:

- Develop and deliver practical projects to restore, protect and enhance the Wear catchment
- Lead and mentor Project Support Officers to enable effective delegation and the successful delivery of allocated objectives

Key Responsibilities:

- Assume full responsibility for allocated projects, delegating to Project Support Officers, working with other WRT Staff as required and with external partners to ensure objectives are delivered on time and on budget.
- Manage tendering processes for the engagement of consultants or contractors.
- Manage external consultants and contractors to deliver project development and delivery objectives.
- Financially manage projects in line with agreed budget processes utilising SAGE access. Liaise with WRT Administration to ensure costs are allocated to agreed budgets.
- Deliver progress reports and support WRT Administration in evidencing claims against projects in line with agreed funders' timescales.
- Carry out baseline environmental monitoring and on completed projects in line with funders' requirements and more generally as required by the Trust.
- Maintain site inspection photographic and technical records for the Trust's project areas. Specify and deliver maintenance of installations as and where required.
- Manage volunteers, or indirectly via Project Support Officers, to deliver specific project objectives. Ensure all H&S documentation is in place and volunteers understand methods and risk mitigation
- Liaise with the other WRT staff to ensure the co-ordination of volunteer activity and

the maintenance of a common WRT volunteer data base

- Manage publicity arising from allocated project work as required through the WRT website, social media and via mainstream media.
- Lead on project applications and business and community engagement funding project development and delivery.

Training and Development:

- WRT is committed to continual personal and professional development. Training and development will be agreed through the annual appraisal process.
- Personal objectives will be set and reviewed through the annual appraisal process.

PERSON SPECIFICATION

Qualifications and experience

Essential

At least 3 years practical experience in a project delivery role.

Financial management

Understanding of catchment partner and stakeholder perspectives

Knowledge of Health and Safety legislation and responsibilities.

Project management and monitoring

Communicating to, and influencing, a range of audiences.

Volunteer organisation & supervision

Event organisation

Desirable

Geography, aquatic sciences, ecology or other relevant subject to post graduate, graduate, BTEC, NVQ, GNVQ, HND or HNC level

Catchment management and river restoration

Delivering Environmental education, particularly in primary schools.

Leadership and effective delegation

Knowledge of statutory frameworks and permissions

Understanding of the concept of Natural Capital and Ecosystem Services.

Knowledge of the agricultural sector

Managing funders and facilitation of claims.

Technical Skills

Maintaining and extending external networks.

Formal and informal negotiation

Understanding and use of Geographic information systems

Wider use of IT systems

Use of Microsoft Office

Electro-fishing

Use of Social Media

Riverfly monitoring

Personal Attributes	
Essential	Desirable
Excellent organisational and interpersonal skills	
Self-motivated and tenacious	
Flexible approach to work and managing changing priorities.	
An effective team player	
High levels of literacy and numeracy	
The ability to communicate with impact at every level.	
Problem solving ability	
Attention to detail	

Key Contacts & Relationships:	
Internal	External
WRT Staff Team; Trustees; Volunteers	Wear Catchment Partners; The Rivers Trust; Other (especially Northern regional) Rivers Trusts; Contractors; Project Stakeholders.

Additional Information
<p>The Trust operates a flexible working policy. All WRT staff are currently home based with regular remote team meetings via Teams.</p> <p>The post involves travelling around the catchment and occasionally throughout the UK and European Union with the occasional overnight stay.</p> <p>The post holder must hold a valid driving licence, access to a vehicle and be insured for business use. Travel expenses will be reimbursed at current Inland Revenue recommended rates.</p> <p>Hours of work are typically 37.5 hours per week, or as required, with occasional evening and weekend work as circumstances require.</p> <p>The post holder is entitled to 25 days paid leave in addition to public holidays.</p> <p>The successful applicant will be asked to provide two references.</p> <p>The post holder will be required to attend relevant River's Trust training courses.</p> <p>The post holder must be capable and confident practically and physically working in a river environment.</p> <p>The post holder must agree to the application of an enhanced DBS check.</p>

Employee Benefits

Flexible home based working

Contributory pension scheme with 9% (or the current Rivers Trust rate) employer contribution

Life assurance scheme

Health care insurance

Home office subsidy

Branded PPE provided suitable for outdoor work

Length of service additional holiday entitlement

Identification of courses and learning for career progression

Laptop and mobile phone available for personal use

Annual pay review

Sick pay

Optional credit union payroll savings.