

#### JOB DESCRIPTION

**Job Title:** **Project Officer (Rivers)**

**Responsible to: Project Manager (Rivers)**

**Responsible for: Volunteers**

**Location: Colne Valley Park Visitor Centre, Denham, Nr. Uxbridge.**

**JOB SUMMARY**

We are looking for an enthusiastic part time Project Officer to deliver river monitoring and community engagement across the Colne Catchment.

The Colne Catchment ranges from internationally rare chalk rivers in its rural headwaters to the gravel pits and reservoirs in the Colne Valley Regional Park. The Colne catchment is a truly special place, possessing a rich and diverse range of waters which support amazing wildlife, provide a wide range of opportunities for recreation as well as supplying water to meet public demand.

As Project Officer (Rivers) you will act to monitor and resolve issues facing the catchment and its rivers including water quality monitoring, organising practical conservation activities, engage with local communities to support to enhance their local watercourses.

**MAIN DUTIES**

Deliver river focused projects including outfall mapping & monitoring and river restoration:

* Participate in project partnerships and steering groups meetings and work collaboratively with groups across the catchment to enhance river corridors.
* Identify and resolve issues facing the catchment and its rivers.
* Raise awareness amongst key stakeholders via a targeted communication strategy.
* Inspire local communities that operate over Colne Catchment.
* Work with, manage and motivate ‘river rangers’ and other volunteers to undertake river improvement work.

**OTHER PROJECT DUTIES**

* Support colleagues in the rivers team on other projects eg invasive species control, riverfly surveys.
* Support the Green Spaces Team on project delivery as required eg corporate volunteer days
* Collate ecological information arising from projects so that it may be shared with biological recording centres.
* Supervise and motivate volunteers on rivers projects. Ensure projects are delivered on time and to budget.
* Keep accurate records and pull together evaluation data, photographs and anecdotal evidence to illustrate the success of your project.

**KEY AREA: PROJECT AND FINANCIAL SUPPORT**

Support with project management, organisational skill, monitoring and evaluation, in a format compliant with Groundwork and project funders procedure/requirements.

KEY AREA: PARTNERSHIP & STAKEHOLDER WORKING

Build strong links with volunteers, partners, and stakeholders.

KEY AREA: VOLUNTEER MANAGEMENT

Identify, develop and recruit volunteers in accordance with Trust procedures, where appropriate.

Provide support, direction and training to volunteers.

**KEY AREA: SAFEGUARDING CHILDREN & ADULTS AT RISK**

Groundwork South is committed to safeguarding and promoting the welfare of children and adults at risk. It is the responsibility of each employee to familiarise themselves and comply with the organisation’s procedures and systems on safeguarding. Primary responsibilities are:

* To adhere to the Safeguarding Policy and Procedures.
* To adhere to the Safer Recruitment & Selection Policy & Procedure.
* To report any safeguarding incidents or concerns immediately to your Designated Safeguarding Officer or Lead Designated Safeguarding Officer.
* To complete any Safeguarding Awareness training as required by Groundwork South.
* If required for your post, undertake an enhanced DBS check and maintain annual membership through the update service.

**KEY AREA: QUALITY**

Focus on customer satisfaction and delivers a quality service to the agreed standards.

**KEY AREA: HEALTH & SAFETY**

Groundwork South is committed to ensuring the health, safety and welfare of its employees and it will, so far as is reasonably practicable, establish procedures and systems necessary to implement this commitment and to comply with its statutory obligations on health and safety. It is the responsibility of each employee to familiarise themselves and comply with the organisation’s procedures and systems on health and safety. Primary responsibilities are:

* To report all Health & Safety occurrences including potential hazards to line manager
* To comply with Groundwork South Health & Safety Policy and Regulations
* To carry out routine checks on vehicles, equipment and machinery and report any defects to line manager.
* Use, store and maintain tools and equipment in line with Health and Safety best practice.

ADDITIONAL RESPONSIBILITIES

#### Adhere to all the policies and procedures of the organisation.

* Contribute to the Trust’s work in maintaining existing and achieving future accreditations and standards.
* Commit to Continual Professional Development and undertake any training and development deemed necessary to fulfil criteria of post.
* Any other duties commensurate with the level of the post.

**GROUNDWORK SOUTH VALUES**

All employees of Groundwork South are required to understand and contribute to the organisation’s values. Groundwork South is committed to transforming people’s lives and places through social, economic and environmental action. In terms of development and delivery of these projects we work across three business themes, Communities & Landscape Design Services, Youth, Employment & Skills and Environmental Services and we successfully deliver these projects by adopting a clear set ofvalues:

* Passion
* Commitment
* Empathy
* Professionalism
* Innovation

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| **Factor** | Criteria | **Essential** | **Desirable** |
| **Qualifications** | A qualification to degree level in a relevant subject (e.g. ecology, environment, countryside management, heritage, community development, fisheries management) or practical experience of river conservation/ecology or volunteer engagement. |  | x |
| **Knowledge** | Knowledge of and an interest in rivers/wetlands. | x |  |
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| **Experience** | Experience in a relevant role including having worked to a “plan of action” where work has been delivered on time, on budget and achieved anticipated targets | x |  |
| Evidence of practical habitat management and using hand tools |  | x |
| Experience of surveying rivers eg ‘outfall safaris’, water quality monitoring, riverfly or walkover surveys |  | x |
| Experience of managing, motivating & enthusing volunteers |  | x |
| Experience of using GIS mapping | x |  |
| Experience of writing risk assessments |  | x |
| Experience of evaluating project outputs and outcomes |  | x |
| **Skills** | Good verbal and written communication skills, including the ability to write reports/leaflets, convey an outgoing and friendly personality and impart enthusiasm for river conservation. | x |  |
| Excellent IT skills including the ability to use Word, Excel, Powerpoint and Outlook | x |  |
| Effective planning, organisational and event management skills | x |  |
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| **Abilities** | A proven ability to think creatively, problem-solve and work on own initiative and without constant supervision | x |  |
| Ability to access remote countryside sites and safely enter rivers | x |  |
|  | Able to work outside normal working hours i.e. There is a requirement to work occasional evening and weekend sessions. The Trust has a Time Off In Lieu system in place. | | |
| **Special Requirements** |
| Full UK driving licence and access to your own vehicle for which you will need to be insured for business use. Employees are able to claim back mileage rates as per our Expenses Policy. | | |

**TERMS AND CONDITIONS**

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| **Salary** | Circa £24,000 per annum pro rata (£11,520 – 18 hours per week, £19,200 – 30 hours per week) |
| **Contract** | Permanent |
| **Hours of work** | Flexible working hours (between office hours of 8.00am – 5.00pm) within the range of 18-30 hours per week (to be negotiated to suit the successful candidate) excluding a daily lunch break and travel to and from the main place of work. |
| **Place of work** | Your normal place of work will be Colne Valley Park Visitor Centre, Denham Court Drive, Denham, Bucks, UB9 5PG. You will be required to travel on Groundwork business to carry out your duties at other locations for proper performance of your duties. |
| **Holidays** | 25 days per annum (pro rata for part time) plus English Bank Holidays. A pro rata entitlement is calculated for part time workers in each holiday year (which runs from the 1st January to 31st December). |
| **Pension** | Groundwork will comply with the employer pension duties in respect of the worker in accordance with Part 1 of the Pensions Act 2008 in relation to the Groundwork Pension Scheme, or such other registered pension scheme as has been set up by Groundwork. Participation in such schemes is subject to satisfying certain eligibility criteria and the rules of such scheme as amended from time to time. |
| **Benefits** | The following discretionary benefits are available to staff:  **Health Cash Plan**  A Company sponsored healthcare cash plan, which enables you to claim 100% refund on healthcare bills (subject to the maximum claim levels) including dental, optical, chiropody, specialist consultation fees, physiotherapy and osteopathy. Dependant children are covered free up the age of 18 in full time education. Includes PERKS scheme which has offers such as discounted gym membership and shopping discounts.  **Employee Assistance Programme**  Fully comprehensive EAP which includes mental health helpline and face to face counselling.  **Cycle to Work Scheme**  This salary sacrifice scheme enables employees to apply for a loan of up to £1,000, 0% interest over a period of 12 months to purchase a bike, meaning you can save up to 42% through lower tax and NI contributions. |
| **TOIL** | TOIL – Time Off In Lieu - Although there is no overtime paid by the Trust; the Trust has a Time Off In Lieu system in place. TOIL is normally time spent at weekend and evening events/meetings or extra work as requested by your line manager. |
| **References** | Employment to this post will be subject to receiving two satisfactory references. We reserve the right to approach any previous employers quoted to obtain a reference if deemed necessary. |
| **Proof of Eligibility of right to work in the UK** | Evidence must be provided to comply with the Immigration, Asylum and Nationality Act 2006 |
| **Training** | Undertake any training and development deemed necessary for the pursuance of the post, as identified through the induction and supported by our appraisal process. |

**The above job description is a guide to the work you may be required to undertake but does not form part of your contract. The above job description is a guide to the tasks you may be required to undertake and may change from time to time to reflect changing assignments.**

**I have read and agree that this job description and person specification accurately defines the role.**

Signed …………………………………………………………………………

Printed ……………………………………………………………………….

Date …………………………………………………