

Project Officer – Job Specification

Reports to:	Catchment Officer and DNAire Community Engagement Manager
Location:	Greengates, Bradford BD10
Remuneration:	£23,000 pa (plus pension, expenses)
Hours of Work:	37 hours per week but note that significant working at weekends and evenings is likely to be necessary. This will be 0.6FTE on the Nature Connections project and 0.4FTE on the Developing the Natural Aire project. Fixed Term until 31 st March 2022

Purpose of Role:

This role will see you working across two projects:

Nature Connections will connect the local communities of Baildon and Keighley to their river corridor. This exciting project will work with volunteers to create a pocket park in Keighley and a floodable meadow in Baildon including scrapes for flood attenuation, wildflower meadows and riparian planting. This will represent 0.6FTE of your time.

The other 0.4FTE will see you working on our other major project, Developing the Natural Aire, which aims to reconnect communities between Leeds and Gargrave to their river to celebrate the return of Atlantic salmon in the improved river. Your work will include launching a walking for health group in Craven, improving the river whilst working alongside volunteers and our apprentice and running community engagement activities.

Primary Roles:

- To deliver the Nature Connections Activity Plan and assigned components of the Developing the Natural Aire Activity Plan within budget, to the agreed timescales and to meet the defined outcomes of the projects.
- To report on progress as required to the appropriate Line Manager.
- To ensure timely and accurate submission of information to support financial claims and reports for The National Lottery Heritage Fund and project partners.
- Supervision of the work of any other staff or volunteers associated with the projects.

Typical Activities:

- Designing and delivering community engagement activities to achieve clearly defined aims, including but not limited to practical conservation events for both projects, a Developing the Natural Aire walking group, and community events in the project areas.
- Complete all necessary reports, and keep suitable records in line with the funding requirements and document retention policy
- Working with the local authority and the Environment Agency to construct necessary permits for the Nature Connections project.
- Highlight any new risks and issues identified during Nature Connections works, and work with the team to manage and resolve them.
- To support the Developing the Natural Aire Apprentice to develop practical environmental conservation skills as part of the wider staff team.

- To engage and consult with existing community groups, schools, clubs, voluntary sector, interest groups, local councils etc. to foster learning and a sense of ownership in the works.
- To represent the projects with external stakeholders.
- To maintain and develop working relationships with stakeholders, including the Environment Agency, Local Authorities, The National Lottery Heritage Fund and others.
- To actively promote the Vision, Mission and work of the projects.
- Contribute to and assist in the production of publicity and marketing materials
- Ensure a high level of customer service in all dealings with the public.
- Ensure continuous development of skills and knowledge required for the post, undergoing training as necessary.
- 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 staff and resources for which you are responsible.
- Comply with all legal and contractual obligations concerning the responsibilities of your post.
- Supervise and support volunteers as appropriate to your role.
- Carry out any other reasonable duties commensurate with the level of responsibility of the post, as requested by the Trust.

Essential skills and knowledge:

Knowledge

- Qualified and/or experienced in community engagement and volunteer recruitment.
- A working knowledge and understanding of river ecosystems.

Skills

- Ability to lead, enthuse, inspire, motivate and teach other people conservation techniques.
- Experience in the management and coordination of volunteers.
- Ability to deliver a walking for health walks and community engagement activities.
- Proven networking skills and able to maintain effective working relationships with a wide variety of people and organisations.
- Strong written and verbal communication skills able to influence a wide range of stakeholders. These will range from local authorities, to community groups and third sector organisations.
- The ability to think creatively and flexibly in order to achieve the immediate and long-term objectives of the project.
- Understanding and commitment to equal opportunities good practice and ability to relate to people from a cross section of the community.
- Experience of working with a small organisation and the public or voluntary sectors.
- Proven ability to successfully manage the delivery of projects to time and budget.
- A good eye for and attention to detail.
- Able to prioritise, with management support, multiple, work streams.
- An ability to work outdoors in all weathers.
- Good IT skills with a depth of working knowledge using Microsoft Office and social media.
- Familiar with appropriate Health and Safety requirements.
- A current manual driving licence and a vehicle suitable for travelling around the project area.

Desirable skills and knowledge

- Working knowledge of GIS data systems such as ARC GIS
- The ability to drive current ART objectives and contribute to developing future strategies.
- Familiarity with the River Aire and its associated communities from Leeds to Gargrave, in particular Baildon and Keighley.

We may ask you to undertake a DBS, or other relevant, check.

How to Apply

To apply for this post, please email your current CV plus no more than 2 sides of A4 explaining how you believe your skills and experience match our requirements for the role to billy.coburn@airerivertrust.org.uk with the email title PROJECT OFFICER JOB APPLICATION. If you would like to have a conversation regarding the role please phone 07414 920038.

Your supporting statement must directly address the job description and person specification above to enable the selection panel to assess each applicant's relative strengths against the criteria in the specification.

We would also request that you complete our Equal Opportunities survey at <https://www.surveymonkey.co.uk/r/2KHVQS9>

Closing date for applications is Sunday 31st January 2021 at 11:59pm. Interviews will be held on Monday 8th and Tuesday 9th February 2021. If you are not available for interview on those dates, please state so on your covering letter and if alternate dates can be sourced we will accommodate.

This position is kindly funded by National Lottery Heritage Fund and The Green Recovery Challenge Fund. The Green Recovery Challenge Fund is funded by Defra and is being delivered by The National Lottery Heritage Fund in partnership with Natural England and the Environment Agency.

Green Recovery Challenge Fund

