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Project Officer - East Suffolk Catchment Partnership

Job Description – 8th May 2015

Closing Date – 11th June 2015

Interviews – on or around 17th June 2015.

Principal roles: This is a new role and an opportunity to join an up and coming environmental charity taking on its first suite of enhancement projects. The role involves both running a wide ranging and ambitious Catchment Partnership as well as delivering varied and challenging practical projects. You will be responsible for grant funding monitoring and reporting to ensure adequate supply of funds.

A number of environmental enhancement grant aided projects across East Suffolk need to be supervised and implemented to agreed timescales. This will require tactful negotiation and control of costs with a variety of landowners and interested parties. In addition the Colne Catchment will be another focus and the role will bring together evidence and partners to identify, plan and deliver improvement projects in that area.

This post will be funded as part of the Defra Catchment based Initiative through the Catchment Partnership Action Fund and through Water Framework Directive and Flood and Coastal Risk management funding.

Remuneration: £30,000 gross plus 1% employer pension contribution. Full-time (5 days per week plus occasional weekend and evening working).

Employment Period: May 2015 – 31st March 2016 in line with funds currently secured.

Place of work: To be determined – either office space in a partner organisation or home working.

Duties

East Suffolk Watershed Initiative

(project outlines can be found here: <http://essexsuffolkriverstrust.org/east-suffolk-catchments-partnership/projects/>)

1. You will finalise plans with all parties for implementing each of the grant aided projects, within agreed timescales and cost. Variations will only be sanctioned by members of the steering group for this project, together with the local EA lead.
2. During the implantation phase you will regularly communicate with each local project lead and visit sites to monitor progress on a regular basis. Issues arising will be dealt with you in a pragmatic and imaginative manner
3. A project monitoring system will be established and maintained by you to ensure that all information is collated and fed back to the steering group as appropriate.
4. Prepare and submit the required grant reports in October 2015 and March 2016.



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5. These projects are delivered within the guidelines and constraints of the CPAF (Environment Agency) documents. You will always follow these protocols and report on project progress via ESRT Director, according to the mandatory EA reporting timeframes.
6. Liaise with the project funders as required.
7. You will be responsible for ensuring appropriate publicity opportunities are progressed for each of these projects.
8. As well as implementation of projects, your duties will be to ensure the pre and post project monitoring is undertaken by suitable parties and the results disseminated.

Colne Catchment Planning

9. Collate and examine project plans, data and other evidence to draw up a suite of costed projects for the Colne Catchment.
10. Build a network of partnerships in the catchment area amongst landowners, government agencies, NGOS and local authorities to deliver projects.
11. Contribute to and participate in the Combined Essex Catchment Partnership project and Catchment Based Approach work in that area.
12. Deliver initial stage projects (may include feasibility studies and data collection work) on time and to budget.

Other duties

13. When time and funding permits other duties as directed by the Director ESRT will be assigned and these will relate to similar work that the Rivers Trust undertakes across its area.

Experience and skills

- You will have proven ability to implement projects across a variety of environmental areas with an ability to deliver on time and within budgets.
- Your qualifications will be at a minimum of degree level or equivalent, in an environmental related subject, preferably together with a least three years post graduate experience.
- Use of suitable computer software packages will be familiar to you for controlling and reporting project detail (for example, ArcMap, MS Office, etc)
- Experience of dealing with a wide variety of commercial clients needs to be demonstrated and an ability to tactfully resolve issues and problems with specific projects.
- You will have had Health and Safety (H&S) training and an ability to work in lone working situations, as well as experience at dealing with H&S issues in the field.
- The post holder will be able to demonstrate an interest and knowledge of a particular environmental area, preferably linked to one or more of the projects being delivered.



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- A current full driving license is essential and an ability to work in remote rural locations.