

Job Description Job title: Windrush Project Officer

Location of job: The Trust's Registered Office (though currently home-based)

Post holder reports to: The Acting Director/Chief Executive Officer

Post requirements:

Are you passionate about rivers? The *Cotswolds Rivers Trust* (CRT) is looking for an energetic, enthusiastic champion for the River Windrush. Candidates should have a track record of delivering environmental and/or similar projects on time and in budget. Above all this is a “people” job: delivering community led river enhancement will require strong persuasive and presentational skills. Technical expertise is important, but candidates with proven delivery in fields other than the aquatic environment will be considered. Above all we are looking for a self-motivated team player with a winning manner and a ‘can do’ attitude and someone who is confident in producing communications content for different audiences and different media.

Overall purpose of the job:

Position Type: Part-time post (0.6 of full-time) at the *Cotswolds Rivers Trust* (CRT).

Duration of post: 2 years in the 1st instance.

Start date: As soon as is practically possible.

The person appointed will work with a wide range of local partner organisations to plan and deliver an innovative programme of community-led river enhancement, incorporating actions to address diffuse and point source water quality issues, drainage connectivity investigations and monitoring activities in and surrounding the rivers in the River Windrush catchment.

The post, initially, will be for two years. It will be fully funded by **Thames Water** but managed by the *Cotswolds Rivers Trust*. A partnership approach is central to this project with the CRT project officer leading on community issues and engagement while **Thames Water** resolve the point source wastewater and sewage pollution issues.

Salary, benefits, and allowances will be in line with Rivers Trust national guidelines. Full time equivalent salary in the range £26,000 – £28,500 per annum pro rata (9% pension contribution) depending on qualifications and experience.

Duties And Responsibilities of the project officer

The overwhelming objective is to deliver real improvements to the River Windrush and its tributaries. Inevitably, during the lifetime of the project there will be new issues that arise and new avenues of improvement to be explored and developed. The following summary of duties and responsibilities therefore cannot be and is not meant to be exhaustive, but indicative.

- working with a wide range of stakeholders, will seek to identify opportunities for delivering river enhancement and community engagement across the River Windrush Catchment.
- focusing on core locations, will arrange community-led restoration projects and activities that will share and build knowledge and experiences
- will co-ordinate a variety of citizen science monitoring activities to investigate river quality across a range of indicators and to inspire engagement & knowledge exchange
- working with farmers, county and parish councils, households, and businesses, will engage with stakeholders to deliver improvements which mitigate diffuse and point source pollution

- will seek additional funding to deliver a series of river habitat and floodplain improvements including publicly accessible sites and riverside walks.
- will assist other stakeholders to seek and exploit funding opportunities that can deliver habitat and water quality improvements (e.g., funding for Farming in Protected Landscapes)
- will work with volunteer groups and environmental organisations to co-ordinate a range of events: including (but not limited to) annual engagement events with communities to celebrate their rivers and improving social media presence.
- will work closely with local partners (particularly the Windrush Catchment partnership) and groups to encourage efficient working partnerships and build upon existing knowledge and experience
- will ensure linkage with the Evenlode Smarter Water Catchment initiative for the mutual benefit of both projects
- will coordinate with Thames Water's Environmental Engagement and Asset Management teams, ensuring that the company's planned infrastructure improvements are well-informed and properly aligned with local activities and perceived priorities
- will work with Thames Water and local partners to establish a group of volunteers who are trained to maintain and monitor local sites. Includes supporting existing volunteers and assisting with building their capacity so groups become autonomous (safari outfalls).
- will maintain clear records of progress, ensure all administration and statistical information is kept, and regularly upload information to an agreed website.

Experience and Qualifications

The following bullet points are indicative of the likely experience and qualifications of the successful applicant. However, they are not exclusive, and we will consider applicants from a broader range of backgrounds who can demonstrate that they have the skills we are seeking.

- Graduate or similar level qualification in an appropriate environmental discipline (Environmental Science, Freshwater Ecology etc) or equivalent.
- Practical experience of community engagement and delivering through partnerships
- Familiarity with the Cotswolds region

General Notes

Due to the current ongoing COVID – 19 restrictions this post will be based from the home address of the appointed employee, until further notice. This shall be reviewed during 2022. The post holder will be expected to undertake travel around the Windrush. Therefore, a full, current UK driving licence and daily access to a vehicle covered by business insurance is essential for this role. To reduce travel time and carbon footprint we would prefer the post holder to live within the Windrush catchment or adjacent area. The post holder may occasionally be required to work during some evenings, weekends, and public holidays to meet the requirements of the project.

The Trust operates a time off in lieu system. We expect you to carry out your job responsibilities in an environmentally aware manner, ensuring as little damage to the environment as possible. Our aim is to ensure all resources are used effectively and efficiently. You will be expected to apply 'sound value for money' principles and follow green procurement guidelines in undertaking purchasing or supply of goods and services.

Application Process

Applications with a full CV and covering letter should be addressed to [Richard Knowles \(Chairman @cotswoldsrivertrust.org\)](mailto:Richard.Knowles@cotswoldsrivertrust.org)

Closing date for applications: Friday 1st October 2021