



**Enhancing Places, Inspiring Communities (EPIC) Project – Project Officer  
(Heritage Lottery Funded)**

**Full Time Position with a Fixed Term Contract from January 2019 until September 2021.**

**Salary:** £21,339 - £26,674 p/annum depending on experience (Rivers Trust Grade 3)

**Hours & Leave:** 40 hours per week with 25 days holiday plus bank holidays

**Pension:** 5% employer's contribution

**Location:** Initially home based - project delivery in Sompting, West Sussex

**Responsible to:** Project Manager, Project Board

**Responsible for:** Delivery of the EPIC Action Plan

**DBS:** We will require you to undertake a DBS or other relevant checks

**Closing Date:** 7<sup>th</sup> November 2018

The Ouse & Adur Rivers Trust is looking for an enthusiastic, organised and dynamic person to assist in the delivery of a programme of activities, events and ecological monitoring developed as part of the Heritage Lottery Funded Enhancing Places, Inspiring Communities project.

The project aims to re-route the course of the Broadwater Brook from its underground, piped course, to a new open channel across existing farmland, facilitating public access to the site for the first time along a new river trail. In addition, we are seeking to increase awareness of the unique and fascinating natural and cultural heritage of the area and its long association with water. The project aims to work with all sectors of the community to inspire long term guardianship of this valuable greenspace on the urban fringe of the Sussex coast. The successful applicant will be involved in working with, and training, volunteers to undertake habitat enhancements and ecological monitoring on the site, co-ordinating events and activities for the community and supporting local groups in their delivery of certain elements. The successful candidate will be prepared to adopt a flexible working approach as some evening/weekend/bank holiday working will be required.

This is an exciting opportunity to work on a flagship project in the South East that is delivering a major capital works scheme as well as a whole range of smaller projects, training and learning opportunities. The post holder will work closely with the Project Manager and Project Volunteer and

Engagement Officer to develop an active group of volunteers who participate in all aspects of the project with the aim of establishing a sustainable post-project legacy.

**Main responsibilities:**

- To organise practical works in a manner suitable for volunteer participation, including riparian and in-channel habitat creation and tree and hedgerow planting.
- Work with the Volunteer and Engagement Officer to co-ordinate a programme of community engagement activities to meet the aims and objectives of the project.
- Establish and co-ordinate a programme of ecological monitoring and training to include mammals, bats, reptiles, amphibians, birds, vegetation and selected invertebrate species
- Support and promote the establishment of the Sompting Environment Partnership legacy group.
- Support the Project Manager in identifying and applying for additional funding streams to support the aims and objectives of the project.
- Create risk assessments for activities, events and monitoring
- Collate information and feedback in line with the project Evaluation and Monitoring Strategy.
- Attendance and reporting at staff and Project Board meetings
- Liaison with consultants, contractors, partners and stakeholders as required ensuring the successful delivery of the project vision, aims and objectives.

**Other Responsibilities**

- Promote the vision and work of the Enhancing Places, Inspiring Communities Project, recognising and acknowledging the role of the project partners and funders.
- Ensure a high level of professionalism in all dealings with the public and local community
- Ensure continuous development of skills and knowledge required for the post, undergoing training as required for the position.
- To support the Project Manager in the implementation and administration of the project as necessary, including production of press releases.
- Comply with all legal and contractual obligations of coordinating a team of volunteers
- Carry out any other duties commensurate with the level of responsibility of the post, as requested by the Project Manager or Project Board

## Person Specification – Project Officer

Criteria	Essential (E) or Desirable (D)
<b>Experience</b>	
At least 2 years experience of working with a wide range of people from different backgrounds	E
At least 2 years experience in ecological monitoring and associated methods and reporting	E
Experience of setting up and effectively using social media and website media platforms	E
Experience of raising awareness of wildlife and/or the water environment issues and engagement	E
Experience of working for a small organisation or charity and the public or voluntary sectors	D
Experience in completion of funding applications	D
Track record of delivering projects to time and budget	D

Criteria	Essential (E) or Desirable (D)
<b>Knowledge &amp; Understanding</b>	
A clear understanding of health and safety policies and legislations and understanding of creating risk assessments for activities	E
A working knowledge and understanding of river systems and their ecology	E
An understanding of safeguarding young people and vulnerable adults and policies and legislation regarding data protection and equal opportunities	E
An understanding of policies, legislation and regulations pertaining to the natural environment, freshwater ecosystems and delivery of enhancement works	D

Criteria	Essential (E) or Desirable (D)
<b>Skills &amp; Qualifications</b>	
A minimum BSc level qualification in a relevant subject or equivalent hands on experience	E
A full driving license and own vehicle	E
Excellent communication skills to a wide range of demographic groups, both written and verbal	E
An inherent interest and enthusiasm in inspiring, motivating and teaching others in conservation techniques.	E
Good at networking and able to build and maintain effective working relationships with a wide variety of people and organisations	E
Ability or willingness to deliver public presentations, guided walks and talks	E
Good knowledge of IT including a working knowledge of GIS based data systems.	E

Criteria	Essential (E) or Desirable (D)
<b>Personal Qualities</b>	
Self-motivated with good administration, organisational, presentation and time management skills and a strong ability to multi task.	E
Ability to work outdoors in all weathers	E
A desire to go “above and beyond” in the delivery of project aims and objectives.	E
A flexible, “can do” approach with professionalism at its core.	E
Friendly and approachable with the ability to deal diplomatically with conflict situations to obtain a positive result	E