

## Job Description

Job title: Community Officer

Location of job: Home-based, with most project delivery in mid Wales, and regular travel around the Severn catchment.

Post holder reports to: Senior Community Officer

**As this job involves regulated activity with children, an Enhanced DBS check will need to be undertaken by the successful candidate prior to employment. A criminal record is not necessarily a bar to employment with us. Decisions will be made on a case by case basis with support of HR specialists.**

### Overall purpose of the job:

The Community Officer will be working on projects in the river Cain catchment to plan and run practical conservation and learning activities that support local people to find out more about our work and to get involved. They will also support delivery of learning activities across the whole of the river Severn catchment.

### Key audiences for this role:

- Local people who live near to the river Severn and its tributaries
- Children age 0-18
- Teachers
- Community groups
- Farmers and landowners

**Salary:** £24,000 per annum pro rata (plus company pension offered at 9% after probation)



## Position type:

Part-time. Initial 12-month contract, with extension planned dependent on funding. Additional hours will be offered in the first year to cover Unlocking the Severn schools activities, as part of arrangements for our Education Officer's maternity leave.

## Working hours & annual leave

Hours negotiable. Approximately 15-30 hours per week (between two and four days), with some flexibility to allow for increased hours during busier periods, and decreased hours at quieter times. During the first year 1-2 days per week will be allocated to maternity cover for Unlocking the Severn. Annual leave is 28 days plus bank holidays calculated pro rata. The post involves some evening and weekend work.



## About Severn Rivers Trust

The River Severn is longest river in the United Kingdom, stretching 220 miles from its source in the Cambrian Mountains in Powys Wales, through the counties of Shropshire, Worcestershire and into Gloucestershire to the iconic Estuary. The culture and economies of the historic settlements across the catchment have been intertwined with the river through commercial navigation, fishing, water supply and trade. Today, the Severn's rivers continue to play an essential role in supporting wildlife, wellbeing and economies of the region.

We are living through a time of great change. We are in the middle of a biodiversity crisis, and a climate emergency. We are witnessing disastrous loss of habitat, collapse of ecosystems, erosion of precious soils, increased flooding and devastating drought. At Severn Rivers Trust we are fighting for a future where our children and grandchildren can enjoy healthy vibrant rivers teeming with diverse and wonderful life – from Atlantic salmon to white clawed crayfish, and from freshwater pearl mussels to European eel.

The Severn Rivers Trust's vision for the Severn is:

***A vibrant healthy Severn for everyone.***

The Severn Rivers Trust is the only organisation that works across the entire River Severn Basin area in both England and Wales, some 11,500 square miles! We are a proactive and adaptable team of dedicated staff. Our motto is “*We get our feet wet*” – meaning we make things happen on the ground and constantly strive to make a real and positive difference for the river and its communities.

## About the Projects

The Community Officer will be a key contributor to the Trust's Community Engagement team. You will support the delivery of the Cain Valley Sustainable Land and Water Management project and the Nant Alan Land Management and Climate Resilience project. You will assist with our wider schools' programme, delivering learning activities in different locations across the catchment and also via interactive online lessons.

Project Objectives:

- River habitat restoration and natural flood management interventions
- Invasive species control
- Tree planting and management
- Educational visits, volunteering activities and practical training for schools and community groups
- Monitoring and evaluation programme



## Main duties of the post

The Community Officer will be responsible for designing and leading activities to connect local people with their rivers in Wales. In the first year you will also be delivering a series of formal learning activities for the Unlocking the Severn project in Gloucestershire Worcestershire and Shropshire. You will manage your workload effectively to prioritize tasks and activities to meet a demanding schedule and keep excellent records and evidence in line with Severn Rivers Trust's and funders' requirements.

### Key responsibilities

- Work with our team in Wales transforming river landscapes for wildlife and people.
- Plan and deliver practical action days with adult volunteers from the local community – including tree planting, invasive species control, habitat management and access improvements.
- Coordinate effective monitoring. Provide training and support for citizen science volunteers collecting data including riverfly sampling, and freshwater wildlife surveys.
- Work with our farm advisers to develop demonstration days for land students about biodiversity, soil health, and water management on farms.
- Lead river study days, assemblies, workshops and site visits for schools and youth groups.
- Deliver interactive sessions for schools online via Zoom.
- Produce high quality communications all about the project – e.g. website articles, blogs, social media posts, videos, press releases.
- Design and deliver engaging presentations for a range of public audiences.
- Build strong relationships with stakeholders and represent the trust with professionalism and diplomacy.
- Gather feedback from participants to monitor and evaluate activities.
- Implement rigorous safeguarding and health & safety procedures.

### Other Duties:

In addition to the above you will play a key role in the Severn Rivers Trust's Community Engagement Team helping to deliver our 5-year strategy for water, land and people. You shall lead by example in prioritising health and safety and wellbeing by taking responsibility for yourself participants volunteers and colleagues. You shall comply with Severn Rivers Trust's Health & Safety and Safeguarding policies and defined standards of behaviour at all times. You may be required to carry out other duties and tasks as required from time to time for the efficient operation of the Trust. This will include travelling to different locations and projects in the catchment and supporting a dynamic team of river professionals.



# Person Specification

## Essential

- Minimum one year experience in a relevant role – e.g. planning and leading wildlife conservation activities for communities, planning and delivering a learning programme for schools.
- Passion for river wildlife and environmental conservation.
- Able to build effective relationships with farmers and landowners, with an understanding of issues in rural communities.
- Self-motivated and work well collaboratively towards shared team outcomes.
- Experience working with people from a wide range of age groups, abilities and backgrounds.
- Excellent communication skills, verbally, visually and in writing, appropriate to location, audience and circumstance.
- Ability to manage workload effectively and prioritise tasks to demanding timelines.
- Ability to implement organisational policies especially around safeguarding and health and safety.
- Experience using office software including email, videoconferencing, MS Word, PowerPoint and Excel.
- Friendly and professional demeanor; able to represent the trust in a variety of situations including with funders, schools and communities.
- Full UK driving license and access to vehicle with full business insurance cover

## Desirable

- Educated to degree level or equivalent, ideally in a relevant subject (e.g. biological sciences, environmental conservation, education etc.).
- Ability to communicate in Welsh.
- Experience of citizen science data collection and environmental monitoring.
- Experience recruiting and supporting volunteers.
- Experience running activities for school groups.
- Experience producing publicity and media communications (e.g. writing website content, social media posts and press releases).
- Experience of project budget management and reporting.
- Track record of identifying, applying for and securing external funding



## General Notes

This role will be home-based, with regular work out on sites around mid-Wales, and visits to schools focusing around Shropshire and Worcestershire. Travel to and from the Severn Rivers Trust's office in Welshpool is required, and occasional meetings will be held at our head office in Martley, Worcestershire.

Therefore, a full, current UK driving license and daily access to a vehicle covered by business insurance is essential for this role. Mileage costs for travel in your personal vehicle for all journeys will be reimbursed. To reduce travel time and carbon footprint we would prefer candidates to live locally to the Welsh project area.

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

For further information or to discuss this post please contact Lisa Barlow on [Lisabarlow@severnriverstrust.com](mailto:Lisabarlow@severnriverstrust.com)

**Deadline for applications: 6pm Monday 05 April 2021**

Interviews for this post will take place the week commencing 12 April 2021. Interviews will be held online, via Microsoft Teams.

To apply for this role please forward a completed application form to [admin@severnriverstrust.com](mailto:admin@severnriverstrust.com) including the job title in the subject. Please note that a CV or cover letter will not be accepted.

Due to the high levels of applications usually received by the Trust for job vacancies we will only contact candidates who are invited to interview for the position.

**Thank you for your interest in applying for a role with the Severn Rivers Trust.**