



**Ribble Life  
Together**



## **Community Projects & Activities Officer**

Job Title:	Community Projects & Activities Officer
Purpose:	To support the delivery of Ribble Life Together, particularly community projects and education and engagement activities related to natural (river) heritage
Reports to:	Programme Manager
Location:	The post holder will be based principally within RRT's offices in Clitheroe, with travel around the catchment.
Hours:	37.5 hours per week (negotiable)
Salary:	£21,000 - £23,000 (pro rata)
Contract:	24 month fixed term contract

### **Job Description**

Ribble Rivers Trust (RRT) is the lead partner in the Ribble Life Together project, which as a catchment scale project is delivering a range of activities to improve the condition, management and awareness of the Ribble Catchment. The project brings together over 20 stakeholder and interest groups to develop and deliver a catchment action plan that will bring immediate and lasting benefits for people and the environment.

In developing the core activities of the project, the partnership identified the need to engage more widely with residents in the catchment. Ribble Life Together therefore aims to involve, educate and engage a broader range of people in practical catchment management and the importance of looking after our rivers and the natural heritage they support.

As such, RRT is looking to recruit a Community Projects & Activities Officer who will be a confident and clear communicator with experience of identifying and engaging community groups, then organising and delivering community and environmental education & engagement activities. These will include: community consultation, events and guided walks, creating walk routes and interpretation materials (including the installation of interpretation boards and signs), art projects, short films and other digital and interactive media projects.

The role will integrate into the existing Ribble Life Together team to support and expand the project's existing community activities, particularly to maximise the change and impact (outcomes) sought through the delivery of this programme. Successful candidates will have experience of delivering similar projects and activities ensuring both the projects, activities and outcomes are communicated effectively to a wide audience.



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### **Person Description**

The successful candidate will be able to demonstrate that they are exceptionally self-motivated and are passionate about improving the environment through community projects, activities and environmental education. They must be a good communicator, able to demonstrate the successful delivery of projects, ideally with a background in the environmental sector. A good knowledge of the Ribble Catchment and the functioning of river catchments would be desirable.

### **Essential –**

- Ability to work flexibly, including regular evening and weekend days
- Valid driving licence and own car, insured for business use
- Relevant qualification or demonstrable experience in delivering community activities and education projects
- Able to demonstrate successful delivery of outcomes of community projects and activities, producing interpretation materials and working with a range of stakeholders (e.g. partner organisations, community groups, land owners)
- Experience of delivering small scale capital projects, e.g. installation of interpretation boards and signage
- Ability to work on the differing tasks identified in the Job Description at the same time
- Excellent presentation skills and communication skills for a wide range of audiences
- Possessing good interpersonal skills, both face-to-face and over the phone
- Reliability, good attendance and work performance
- Ability to set performance objectives and ensure these are achieved
- Excellent organisational / admin skills and attention to detail –
  - Good IT skills / maintaining a filing system
  - Keeping records of work undertaken and outcomes
  - Keeping records of expenses incurred
  - Awareness of the need for confidentiality, safeguarding and child protection

### **Desirable**

- Knowledge and experience of environmental issues preferably river conservation
- Knowledge of the Ribble Catchment
- Based near or in the project area.