



Ribble Rivers Trust Job Specification

Assistant Project Officer

Job Title:	Assistant Project Officer
Purpose:	To support the delivery of woodlands and capital works through the HEAL project.
Reports to:	HEAL programme manager
Location:	Clitheroe
Hours:	Full-time 37.5 hours per week
Salary:	Circa £21,500 per annum, dependant on experience
Contract:	To end of March 2023 (with possibility of extension, subject to funding)

Ribble Rivers Trust (RRT) is a regional charity set up to improve and conserve the Ribble Catchment, particularly its rivers and streams. Since 2010 RRT has grown from a team of three to 25. We work at local and catchment scales delivering a range of projects and activities that improve the condition, management, and awareness of the Ribble Catchment. We are a welcoming and friendly team committed to doing great work for people and nature.

Earlier this year we secured funding from DEFRA's Green Recovery Challenge Fund. 'Health and Environmental Action Lancashire' (HEAL) will deliver environmental improvements across Lancashire alongside active volunteering events that promote and support improved health and wellbeing. We are working with numerous project partners including Lune Rivers Trust, Wyre Rivers Trust, Prospects Foundation, Lancaster University, Freshwater Biological Association, Forest of Bowland AONB, Pendle Borough Council and Hyndburn Borough Council.

We are now looking to recruit a conscientious, dynamic, and enthusiastic person with a passion for improving the environment and working with communities. The successful candidate will join a vibrant and talented team who are delivering a huge variety of projects improving rivers in the Ribble Catchment. We are committed to equal opportunities and diversity and welcome applications from everyone regardless of age, gender, ethnicity, sexual orientation, faith or disability.

Role Description

The successful candidate will be a confident and clear communicator with experience in delivering projects, working within a team, and alongside volunteers. They will also have knowledge of ecology and landscape-scale conservation. Ideally they will also have an understanding of Catchment Management.

TRUSTEES: Cllr. J. Alcock, J. Bleasdale, D. Bradley, J. Cowburn, M. Ellacott, J.P. Lord (Chairman), C.H. Marchbank, J. Rawkins, A.T. Rowntree, D. Wilmot, J.L. Yates.
CHARITY NUMBER: 1070672 COMPANY NUMBER: 3498691 ENTRUST REGISTRATION NUMBER: 600122

To secure the conservation, protection, rehabilitation and improvement of our rivers, streams, watercourses, water impoundments, bank sides tributaries and estuaries in particular of the river Ribble, Calder and Hodder for the benefit of the public.

The Ribble Rivers Trust is the operating name of the Ribble Catchment Conservation Trust Limited, Registered Address: c/o Hanson Cement, Ribblesdale Works, Clitheroe, Lancashire, BB7 4QF



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The Assistant Project Officer will support the development and delivery of a range of projects from woodland through to wetlands and access projects. Duties will include:

- Supporting the delivery of woodland, wetland, access and other project activity
- Assisting with applications to obtain necessary consents and permissions (e.g. Environment Agency permits)
- Assisting the procurement of works and services associated with projects
- Working with the Volunteer Supervisor and other colleagues to enable the successful delivery of activities
- Communicating with the wider project team
- Undertaking site visits to monitor progress of works, keeping records, and reporting onward
- Assisting with all necessary reports, and keeping suitable records in line with the funding requirements and document retention policy
- Support colleagues to ensure that project costs are in line with project budgets
- Assisting the wider team to engage with local communities
- To maintain and develop partnerships with stakeholders
- Contribute to and assist in the production of publicity and marketing materials
- Any other reasonable duties as required by RRT

They will be based within RRT offices in Clitheroe with some home working (we are currently using a hybrid of office and home-based working). They will report to the HEAL programme manager, though will be working closely with a range of colleagues.

Person Description

The successful candidate will be a self-starter with good communication skills, a team player who can work independently, and someone who is passionate about improving the environment, particularly rivers. A good knowledge of the Ribble Catchment area will also be beneficial.

Essential

- Valid driving licence and use of a car, insured for business use
- Level 5 (e.g. Foundation Degree) qualification or equivalent knowledge and experience in a relevant topic
- An understanding of how rivers and other habitats interact with each other
- Experience of working or volunteering in the environmental sector including undertaking physical environment improvement activities
- Experience of producing reports and documents relating to projects and events
- Basic use and knowledge of Geographical Information System (GIS)
- Ability to switch between different tasks to keep them all making progress
- Good presentation and communication skills for a range of audiences
- Good interpersonal skills, both face-to-face and over the phone
- Working within a collaborative team

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- Reliability, good attendance, and work performance
- Ability to set tasks and ensure these are achieved
- Good organisational /admin skills and attention to detail including:
 - Good IT skills / maintaining a filing system
 - Keeping records of work undertaken
 - Keeping records of expenses incurred
 - Awareness of the need for confidentiality

Desirable

- A degree in a relevant environmental topic
- Experience in working with contractors
- Experience of developing and delivering volunteer events
- Knowledge and experience of a range of catchment processes and how they interact
- Knowledge of the project area
- Based near or in the project area

Green Recovery Challenge Fund



Department
for Environment
Food & Rural Affairs

The
National Lottery
Heritage Fund



Environment
Agency



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