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## Job Specification

# Monitoring and Evaluation Officer

Purpose:	To lead on the internal monitoring and evaluation activities of the programme
Reports to:	Strategic Evidence and GIS Manager
Location:	Clitheroe
Hours:	37.5 hours per week
Salary:	£27,000 to £29,500 subject to experience
Contract:	Fixed term 2 years with possibility of extension

Ribble Rivers Trust (RRT) is a regional charity established in 1998 to conserve the Ribble Catchment, particularly its rivers, brooks, becks, and streams. Over the last 10 years, RRT has developed and grown into a sector-leading organisation, known for getting things done, strong partnership working and a collaborative approach.

We have five teams focusing on Data and Evidence, Land Management, People and Learning, River Conservation and Core Services. Every team member is empowered to achieve their best. Our teams work collaboratively on integrated projects to improve, protect and create a mosaic of habitats and land uses that will lead to a healthy riverine environment. This is underpinned by a science-driven approach that delivers multiple benefits.

The Trust also works collaboratively and in partnership with a range of organisations, such as the Environment Agency, United Utilities, Jamie's Farm, Woodland Trust, Lancashire Wildlife Trust, Yorkshire Dales Millennium Trust, The Forest of Bowland AONB, and many Local Authorities.

With Support from Defra's Species Survival Fund we are launching a new programme of river improvement projects called 'Ribble Revival: Room for Rivers'. This programme has significant

amounts of on-the-ground habitat conservation activities, with most having elements of volunteering and community engagement. These activities include; tree planting, woodland maintenance, fencing, wetland creation, river channel habitat improvement, and fish passage, to name a few.

This role will undertake the evaluation and monitoring of these activities, particularly looking to report on the target species' (Smelt, Eels, Salmon and Trout) response to the activities. The role will also work with the Trust's Seasonal Surveyor Interns and our Citizen Science volunteers to aid in the monitoring and evaluation of these activities, as well as learning about catchment conservation.

As such, the Trust is looking to recruit a competent and enthusiastic person who will be joining a creative team, committed to making a difference to the environment. This person will have knowledge of developing and delivering monitoring and evaluation of projects.

The successful candidate will have knowledge of topics such as catchment/landscape-scale conservation, ecosystem services, river restoration, and how physical improvement projects deliver these topics. The Monitoring and Evaluation Officer responsibilities are:

- Work with the external Project Evaluator to establish a programme of monitoring and evaluation, with key metrics to evaluate both the environmental and wider project objectives.
- Contribute to project delivery by embedding monitoring and evaluation from the outset
- To design project-specific investigation, monitoring and evaluation studies
- Keep up to date with relevant research and evaluation techniques to aid in project/monitoring design
- Undertake fieldwork and reporting covering areas such as invertebrate communities, fish populations, hydrology, habitat and wider programme objectives
- Supervise the Seasonal Surveyor Intern on particular tasks
- Work alongside other ecologists, including the Trust's Fisheries Scientist
- Contribute to the wider Data and Evidence Team's programme of activities
- Provide support to the Trust's Citizen Scientists
- Analyse data from monitoring and investigative activities and communicate results in line with the project objectives and in an audience-appropriate manner
- Producing summaries & reports detailing monitoring techniques, activities and results, which are accessible to a wide audience
- Co-author the end of programme evaluation report
- Communicating results and data to the wider team on an ongoing and as-required basis
- Contribute and assist in the production of publicity and marketing materials
- Any other reasonable duties as required by RRT.

### Some of the benefits of working for Ribble Rivers Trust

- The post holder will be based in a hybrid working environment, based a minimum of 3 days a week at RRT's offices in Clitheroe (Tuesday to Thursday), with the option to then work 2 days a week from home (Monday and Friday) subject to operational requirements.
- The Trust operate core hours of 10:00 – 16:00, and remaining contracted hours can be undertaken flexibly, as well as a TOIL policy where extended working is required
- Following the probationary period, we offer entry into our Stakeholder Pension Scheme
- 25 days annual leave (plus bank holidays), rising by 1 day for each years' service to a maximum of 30 days total
- Opportunities for growth and learning through internal and external training, as well as opportunities to try different roles and responsibilities, supporting professional development
- 45p per mile for work travel from place of work to site, claimed through expenses
- Regular team away days, and social activities

## Person Description

The successful candidate will be able to demonstrate that they are self-motivated and passionate about managing and improving the environment. They must also be a good communicator with a strong background in the environmental sector and enthusiastic in engaging the public and involving volunteers.

### Essential

- Degree-level or equivalent related experience in the environment (particularly freshwater) sector
- Significant knowledge and understanding of freshwater ecosystems
- Knowledge and experience of a range of survey techniques, including freshwater invertebrate sampling, and the interpretation and presentation of results in an audience-appropriate manner
- Good knowledge of freshwater invertebrates and identification skills
- Knowledge and experience of catchment processes and how they interact
- Experience of successful project monitoring, including producing reports
- Knowledge of, and experience in, ensuring compliance with various environmental consents and permits
- Experience in translating scientific data into written and verbal formats that are easy to understand for a range of audiences
- Ability to use GIS (preferably ArcGIS) for interpretation and presentation of data and evidence
- 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
- Reliable, a strong work ethic and good attendance
- Ability to set performance objectives and ensure these are achieved
- Valid driving license and own car, insured for business use
- Excellent organisation / admin skills and attention to detail:
  - Good IT skills and proficient in Microsoft Office Software
  - Excellent record keeping and information management
  - Keeping records of expenses incurred
  - Awareness of the need for confidentiality

### Desirable

- Knowledge of the project area
- Experience of working in the non-profit sector