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| **Job Title:** | **Living Floodplains Officer** |
| **Department:** | Conservation Delivery |
| **Responsible to:** | Senior Living Floodplains Officer |
| **Salary:** | £22,841 - £25,016.94 (depending on experience) |
| **Hours:** | 35 hours per week for a minimum of one year |
| **Based:** | At the Rugeley Office, 19 Lower Brook Street, Rugeley WS15 2BZ; currently working from home. |



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| **Background information (job title)**  This new role will work with landowners to deliver flood mitigation and floodplain projects within the Trent Valley in Staffordshire. Part of the role is funded by the Environment Agency to work with farmers and landowners in Marchington; part of the role is funded by Severn Trent Water to provide support with their AMP7 WINEP (Asset Management Plan 7 (2020-2025) Water Industry National Environment Programme) commitment to improve land at Claymills Sewage Treatment works in Burton-upon-Trent.  The post holder will join the Transforming the Trent Valley (TTTV) team and will be contributing towards some of the outputs and outcomes of the scheme.  Transforming the Trent Valley is a Landscape Partnership Scheme led by Staffordshire Wildlife Trust, partnered by a diverse range of statutory and voluntary organisations and quarry operators and supported by The National Lottery Heritage Fund.  Our purpose is that “Transforming the Trent Valley” celebrates the waterways, industries and the communities that are the life-force of this rapidly evolving river valley landscape and which have shaped and continue to influence its form and use. Wildlife-rich rivers, waterways and wetlands are at the heart of a revitalised, resilient and beautiful landscape that is connected and accessible for local communities and visitors to enjoy and explore as well as providing many opportunities to inspire and re-connect people to the river valley by revealing its cultural, industrial and natural heritage.  The vision for the landscape is for “*Wildlife-rich waterways and wetlands at the heart of a resilient, accessible, beautiful and culturally rich landscape. Creating a brighter future for people, business and wildlife in the Trent Valley*”.  Staffordshire Wildlife Trust’s mission statement is:  *“Staffordshire Wildlife Trust protects and enhances the wildlife and wild places of Staffordshire and promotes understanding, enjoyment and involvement in the natural world.”*  A registered charity established in 1969 we are one of 46 county Wildlife Trusts throughout the UK and are supported by over 15,000 members.  The Trust owns or manages 30 nature reserves covering an area of over 4,050 acres. Our 60 staff are based in six locations around the county including our Headquarters at Wolseley Bridge, Stafford, with our work divided up into four departments: Commercial, Fundraising/ Communication/ Membership, People Engagement & Resources and Conservation. The Trust has a diverse workforce including site wardens, wildlife surveyors, community and education officers, catering and administration staff.  In addition, we have a trading company looking after the commercial side of our business including cafés at The Wolseley Centre and Westport Lake Visitor Centre and charity shops in Leek, Codsall & Penkridge.  The Conservation department works across Staffordshire covering our 30 nature reserves as well as the wider countryside, carrying out surveys and practical conservation projects to benefit the habitats and species of the county. Staffordshire Ecological Record is also hosted by Staffordshire Wildlife Trust and forms part of the Conservation department, holding and managing the counties biological data and providing this information to those who require it. |

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| **Job Purpose:** |
| The post holder will be responsible for delivering two distinct projects focused on watercourses and water management. They will be responsible for managing their time to ensure that both projects are effectively managed and delivered to meet set milestones and delivery schedules.  The first project is funded by Severn Trent Water to provide support with their AMP7 WINEP (Water Industry National Environment Programme) commitment to improve land at Claymills Sewage Treatment works in Burton-upon-Trent. A one-year agreement (to March 2022) is in place to undertake a feasibility study and project development for the creation of reed bed and wet woodland habitat to support priority species and contribute towards biodiversity priorities.  The post holder will be expected to work with Severn Trent Water, the Environment Agency, Staffordshire Wildlife Trust, and other partners that may be identified, and to set up and report into a project executive group. Consultants will be commissioned to support the feasibility study and feed into project plans. The post holder will be responsible for managing budgets, reporting and invoicing, procurement, overseeing third parties and facilitating completion of the year 1 study and project proposals. There is also a requirement to initiate joint promotion and publicity of the project. The work will include production of reports, maps and plans with proposals and recommendations to be agreed by the executive group.  It is envisaged that, upon successful delivery of the feasibility study and sign-off of project plans, that the collaboration agreement will be extended to include physical delivery of the capital works on the ground.  The project falls within the Transforming the Trent Valley landscape area and will contribute towards the outputs and outcomes of the scheme. The post holder will be expected to feed into the quarterly reports to our principal funder, The National Lottery Heritage Fund, and provide record of progress against outputs and outcomes.  The second project is funded by the Environment Agency and focussed on the catchment of the Marchington Brook, a tributary of the River Dove as it flows through the TTTV landscape. A series of whole farm plans for Marchington have been produced identifying opportunities and providing recommendations for slowing the flow and increasing water storage capacity on farmland as part of flood alleviation and reducing the input of fine sediment into the watercourse. The role will also monitor the effectiveness of these natural flood management interventions.  The post holder will be required to develop positive relationships with landowners in the catchment and explore opportunities to implement some of the recommendations from the whole farm plans on land holdings. Capital works will be funded through the Environment Agency, however other income streams to supplement the cash should be explored. This is an exciting opportunity for the post holder to have a significant impact on the catchment and can explore options for prioritisation and delivery.  Regular reports will be made to the Environment Agency and Staffordshire Wildlife Trust, and stakeholders and landowners will be fully engaged.  Delivery of these projects will require the post holder to carry out a number of tasks, including landowner liaison, building good working relationships with third party landowners and other stakeholders, appoint and supervise contractors in the delivery of practical restoration projects such as the creation of new habitat. The successful post holder will be expected to have knowledge of river restoration practices and an understanding of riverine ecology and habitats with demonstrable practical experience.  The post will also be expected to contribute to other related conservation delivery and landscape partnership scheme projects. |

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| **Main Duties and Responsibilities:** |
| 1. To work with partners and third parties to undertake a feasibility study to satisfy the requirements of the AMP7 WINEP for Severn Trent Water. To undertake all the necessary investigations, studies and plans to develop a series of practical habitat improvement projects for approval by an appointed project executive group. 2. To work with the Environment Agency, landowners and third parties within Marchington to deliver a series of practical projects arising from recommendations contained within the whole farm plans and monitor the effectiveness of interventions. 3. Reporting to principal stakeholders (SWT, STW and EA) through project steer; reporting to additional funders including quarterly reports to The National Lottery Heritage Fund; liaising and communicating with other stakeholders, including landowners. 4. To undertake appropriate procurement, contracting and supervision of third party contractors and consultants to deliver investigations and studies as required and undertake physical project delivery. Ensure compliance with contract conditions, H&S, welfare etc. and maintain a high standard of works. 5. To be responsible for the budget for each individual project including cashflow, allocation of spend and reporting. Each project will have a maximum budget which cannot be exceeded and it is the responsibility of the post holder to set and monitor expenditure within these budgets in agreement with project executives. 6. To manage own work programme and prioritise workloads; to work with project executive groups to agree a timeline and key milestones and monitor delivery against these measures to ensure the projects are delivered to time and to budget. 7. To ensure that all necessary statutory permissions and approvals (for example EA permits) are in place before commencing works. 8. To consider and identify future opportunities for development where possible. 9. Where possible and appropriate, identify opportunities for working with volunteers and local community groups. 10. Ensure good communication is maintained throughout, including opportunities to promote our work and successes through media channels including social media, news publications, talks and interpretation. It is essential that branding guidelines for TTTV, SWT and our partners/funders is followed. 11. Work closely with the TTTV team, especially the Senior Living Floodplains Officer, and other members of Staffordshire Wildlife Trust staff including the Senior Conservation Manager and members of the Conservation Delivery Team. 12. To promote the project and at all times being an ambassador for the scheme, working with stakeholders and project partners. 13. All staff should recognise the contribution that membership makes towards the running of the organisation. The post holder is therefore expected to understand the need for high standards of service to existing members and recognise their role in contributing towards ongoing membership recruitment. 14. In order for the organisation to work effectively you may be required to assist with other areas of work and therefore you should be prepared to undertake other duties, appropriate to the post, as delegated by your line manager.   **All staff are required to abide by organisational policies and procedures.** |

**Person Specification**

**Job Title**: Living Floodplains Officer

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| **Criteria** | **Essential** | **Desirable** | **Assessment Method** |
| **Qualifications** |  |  |  |
| A degree or similar in a subject appropriate to the role. | ✓ |  | QC |
| GCSE Maths and English or equivalent | ✓ |  | QC |
| **Experience** |  |  |  |
| Experience of working in practical habitat management with a particular emphasis on wetland/rivers related projects | ✓ |  | AF/I/T |
| Relevant experience of managing ground works contractors and implementing safe systems of working. | ✓ |  | AF/I |
| Experience of working with landowners and stakeholders and setting up effective communications. | ✓ |  | AF/I |
| **Skills/knowledge** |  |  |  |
| A sound understanding of nature conservation and land management. |  | ✓ | AF/I/T |
| A good understanding of the techniques required to restore/create and improve wetland and grassland habitats. | ✓ |  | AF/I/T |
| A good understanding of the techniques required for river restoration. |  | ✓ |  |
| Good practical land management skills, covering a wide range of habitats and techniques. |  | ✓ | AF/I/T |
| The ability to plan work programmes and prioritise workloads. | ✓ |  | AF/I |
| The ability to manage budgets and monitor spend against priorities. | ✓ |  | AF/I |
| Excellent communication and interpersonal skills, particularly when dealing face-to-face with stakeholders. | ✓ |  | AF/I |
| Relevant knowledge of Health and Safety legislation and its application in overseeing ground works contractors. | ✓ |  | I |
| Good IT skills (e.g. MS Office) | ✓ |  | AF/I |
| Understanding of GIS software |  | ✓ | AF/I |
| **Abilities** |  |  |  |
| The post will require driving throughout the project area; it is therefore essential that the post holder holds a current driving licence. | ✓ |  | QC |
| Some evening and weekend working will be required and therefore a flexible approach is essential. | ✓ |  | I |
| Significant outdoor working will be required in all weathers. | ✓ |  | I |

I = interview QC = qualification certificate

AF = application form T = test or assessment

P = presentation

***May 2021***