



Job description

Job title:	Project Officer
Location:	Home based – work throughout the Yorkshire Dales and surrounding area as part of a small, dispersed team.
Accountable to:	Operations Director/CEO
Salary:	£23,000, with scope to increase subject to performance and development
Hours:	37.5 hours per week
Term:	Permanent, subject to funding availability
Transport:	You will be required to provide a car but will be reimbursed for business-related mileage (currently 45 pence per mile).
Employment subject to:	Satisfactory references and six-month probationary period.

Project Officer

This is an exciting role for a candidate wishing to make a real difference to the water quality and habitat of rivers in the Yorkshire Dales. The successful candidate will work with farmers, contractors, partner organisations, volunteers and other Yorkshire Dales Rivers Trust staff to deliver land management and river restoration projects which aim to ensure our rivers thrive.

The project officer will manage every aspect of the projects, from inception to delivery, ensuring they are delivered on time, to budget and with agreed quality standards. The project officer will also carry out some of the practical river restoration work with the help of volunteers. The successful candidate will seek funding opportunities, and be responsible for submitting funding bids for projects.

A key element of the Trust's project delivery is partnership working. The project officer will agree priorities with project partners/ funders and liaise with farmers and landowners to explain the objectives of the project, gain permission to carry out works on private land and seek funding or practical contributions. The project officer will look for opportunities to maximise the benefits of the project and efficiencies through collaborative working. The project officer will work closely with other Trust staff to design and run successful community and farmer events to increase awareness of river habitats, to promote good farming practice

and to promote the projects. The project officer will also promote the project through the Trust's website, social media and newspaper articles.

A further responsibility of the project officer is to act as the Trust's main GIS officer, using Arc GIS. Tasks will include keeping existing maps up-to-date and creating new maps to publish catchment information for partners and anyone interested in the characteristics, projects, initiatives and problems.

The role will be home based but will work across the Yorkshire Dales Rivers Trust's area and hot desk at the Trust office. The role entails a high degree of practical work, project monitoring and evaluation, the coordination of volunteers and working with contractors whilst out on site. The post holder will be flexible, with occasional evening and weekend working. The post-holder will work well both alone and as part of a team of paid staff and volunteers.

Project Officer Job Specification

Main objectives
<ul style="list-style-type: none"> • Deliver projects to improve the water quality and habitat of rivers
<ul style="list-style-type: none"> • Work with farmers to improve land management
<ul style="list-style-type: none"> • Engage with project partners to ensure that projects deliver multiple benefits and all partners' objectives are met
<ul style="list-style-type: none"> • Act as an ambassador for the Trust's projects and wider work
Key responsibilities
<ul style="list-style-type: none"> • Plan and deliver land management and river restoration projects, managing programmes of work, budgets, quality of delivery and communications
<ul style="list-style-type: none"> • Organise and deliver events to promote the projects, encourage participation and good farm practice
<ul style="list-style-type: none"> • Manage contractors to deliver works on projects
<ul style="list-style-type: none"> • Carry out practical work to improve river water quality
<ul style="list-style-type: none"> • Coordinate volunteers to carry out river works and monitor the river environment on behalf of YDRT
<ul style="list-style-type: none"> • Keep accurate records on all project activities and provide regular updates to the trustees, project partners and funders
<ul style="list-style-type: none"> • Manage health and safety on projects to ensure safe working and that any structures installed are safe
<ul style="list-style-type: none"> • Identify and apply to appropriate funding sources to extend the scope of projects
<ul style="list-style-type: none"> • Maintain and develop the Trust's Arc GIS maps as required
<ul style="list-style-type: none"> • Act in a resource-efficient way and minimise the impacts to the environment wherever possible
<ul style="list-style-type: none"> • Promote the work of the Trust and partners in the course of day-to-day activities and at events, presenting a positive and welcoming image of the Trust to everyone

This job description cannot cover every issue or task that may arise. The successful candidate may be expected to carry out other duties which are consistent with the aim and objectives of the post.

Project Officer Job-holder competency profile

Category	Competency	Essential or desirable
Qualifications & experience	A degree in a relevant discipline	Essential
	Current driving licence and vehicle which can be used for work purposes	Essential
	Proven record of delivering projects or environmental packages of work	Essential
	Experience of working with volunteers or community groups from a range of backgrounds	Desirable
	Experience of working on a farm and/ or with farmers	Desirable
	Experience in managing a budget	Desirable
Knowledge	A good general knowledge of river ecosystems	Essential
	A good general knowledge of agriculture and the constraints facing farmers	Essential
Skills	Ability to use Windows/ Microsoft Office-based computing skills including Word, Excel, Power Point and Email	Essential
	Ability to use Arc GIS software	Essential
	Excellent administrative and organisational skills	Essential
	Ability to communicate using websites and social media	Desirable
	Ability to communicate with a variety of different people	Essential
	Experience in producing funding applications	Desirable
	Experience in managing budgets	Desirable
	Ability to manage staff, including volunteers	Essential
	Ambitious, self- motivated and dynamic with an ability to work on own initiative	Essential
	Proactive and insightful, knowing when to seek help to solve problems at an early stage	Essential
	Highly resourceful and creative, with a proven ability to solve problems	Essential
	Ability to prioritise and organise resources to deliver work on time, to budget and agreed quality standards	Essential
	Ability to lead and inspire others	Desirable
	Adaptable to be able to work both independently and as part of a team	Essential
	Capacity and aptitude to work flexibly, with occasional evening and weekend working	Essential
	Work space at home, conducive to productive home working	Essential

Terms and conditions

The following terms and conditions are typically offered to Yorkshire Dales Rivers Trust staff and are set out as a guide only. Terms and conditions may vary according to circumstances and this summary does not form part of any subsequent employment contract.

Salary:	£23,000 FT depending on experience. Full time hours of works are typically 37.5 hours per week.
Probationary period:	Six months. During the probationary period, the contract may be terminated with one week's notice.
Annual leave:	25 days annual leave plus bank holidays
Pension:	Contributory pension. The Trust contributes 9% salary.
Location:	The Trust has a office in Pateley Bridge, the successful candidate would be expected to work in the office approximately two days.

To apply:

If you wish to apply, please send a CV (no more than two sides of A4) and covering letter (no more than two sides of A4), outlining how you meet the requirements of the person specification and job description and email to the Operations Director of Yorkshire Dales Rivers Trust, Marie Taylor marie.taylor@ydrt.co.uk

Applications must be received no later than 5pm on Friday the 22nd April

Successful applicants will be invited to interview which will be held virtually, more information will be provided if shortlisted.

If you would like more information on the role before submitting an application, you may contact Marie Taylor.

The Yorkshire Dales Rivers Trust

The Yorkshire Dales Rivers Trust is a registered charity covering the Swale, Ure, Nidd, Ouse and Wharfe catchment areas with a mission to:

- Protect and conserve river environments and inspire others to contribute to this;
- Provide opportunities for people to learn about and enjoy rivers;
- Encourage partnership and collaborative working at a catchment scale.

The Trust undertakes a wide range of practical projects to improve the water quality and habitat of rivers and streams and to inspire other people to care about these environments. This includes working with farmers, landowners and communities to reduce water pollution, improve river habitat, address barriers to fish migration, and reduce the risk of damage from flooding. Volunteers have always been an essential component of the Trust, assisting with practical conservation work, monitoring and events.

The Yorkshire Dales Rivers Trust also hosts two catchment partnerships as part of the 'Catchment based approach' initiative, which act to facilitate working and coordinate activities across the catchment.

The Trust evolved from a group of committed volunteers and is now overseen by a board of volunteer trustees. The Trust currently employs nine members of staff who are home-based with occasional use of office space at Pateley Bridge. The working culture of the Trust encourages a professional, committed and independent approach.

More information about the Trust can found on our website <https://www.ydrt.org.uk/>