



### **Job description**

<b>Job title:</b>	Project Officer/Senior Project Officer – NFM Delivery
<b>Location:</b>	Hybrid working - work throughout the Yorkshire Dales and surrounding area as part of a small, dispersed team.
<b>Accountable to:</b>	NFM Programme Manager
<b>Salary:</b>	£27,500 -£35,000 (depending on experience)
<b>Hours:</b>	37.5 hours per week (will consider applications for part-time working and job share)
<b>Term:</b>	2.5 Years (with potential for the role to become permanent subject to funding)
<b>Transport:</b>	You will be required to provide a car but will be reimbursed for business-related mileage (currently 45 pence per mile).
<b>Employment subject to:</b>	Satisfactory references and six-month probationary period.

### **Project Officer/Senior Project Officer**

The Ousewem project will fund a programme of Natural Flood Management (NFM) across the Swale, Ure, Nidd and Ouse catchments. The project is managed by City of York Council and funded by Defra as part of the £150 million Flood and Coastal Resilience Innovation Programme, which is managed by the Environment Agency to develop and test new approaches to flood resilience and runs until 2027.

The project is an exciting opportunity to deliver practical actions to improve the catchment's natural environment and resilience to climate change while influencing future policy and practice. Yorkshire Dales Rivers Trust (YDRT) are delivery partners in the project and have a key role in coordinating action, building the evidence base, and delivering NFM on the ground across the catchment.

The successful candidate will work with farmers, contractors, partner organisations, volunteers and other Yorkshire Dales Rivers Trust staff to deliver natural flood risk management and river restoration projects. The funding for these projects is already secured.

This post is within Yorkshire Dales River Trust and will cover the Swale, Ure, Nidd and Ouse catchment.

This post will report to the YDRT NFM Programme Manager and work alongside an existing YDRT NFM Project Officer, and with a Natural England farm advisor who will be recruited over the summer.

The Ousewem project is developing a grant scheme which the Project Officer/Senior Project Officer will help implement and run, identifying farmers and landowners in priority areas and helping them to apply for the grant, including creating outline and final designs for NFM interventions, securing the necessary consents and permissions, and managing the delivery of work by contractors and volunteers.

The Project Officer/Senior Project Officer will manage all aspect of the projects, from inception to delivery, ensuring they are delivered on time, to budget and with agreed quality standards. Previous experience of delivering practical environmental projects, especially NFM projects, is therefore preferred however we will consider applications from candidates with relevant transferable skills and/or experience.

The Project Officer/Senior Project Officer will look for opportunities to maximise the benefits of the project and efficiencies through collaborative working. The Project Officer/Senior Project Officer will work closely with other Trust staff, Ousewem partners and key stakeholders across the catchment to identify additional funding or collaboration opportunities. The Project Officer/Senior Project Officer may be required to attend talks and events to promote the project. The Project Officer/Senior Project Officer will also promote the project through the Trust's website, social media and newspaper articles.

The role will be home based but will work across the Yorkshire Dales Rivers Trust's area. A hot desk is available at the Trust office and at partner offices as required for 1-2 days a week. The role entails a high degree of outdoor practical work, project management, monitoring and evaluation, 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. The post-holder will need to be comfortable working outside in steeper upland settings and in variable weather conditions.

## Project Officer/Senior Project Officer Job Specification

<b>Main objectives</b>
<ul style="list-style-type: none"> <li>Engage and build relationships with farmers and landowners in targeted areas to identify potential land holdings to install NFM features.</li> <li>Design, develop and deliver practical Natural Flood Risk Management (NFM) projects to improve the hydrological functioning of the catchment, storing and slowing the flow of water to reduce flood risk. These could include tree planting, building ponds, swales and basins, installing leaky woody dams, and soil health interventions such as aeration and cover crops.</li> <li>With the support of the Programme Manager, manage the delivery of NFM projects from start to end including design of NFM features, securing consents, getting quotes, managing contractors and stakeholders, communications, overseeing delivery and ensuring reporting and monitoring is in place.</li> </ul>
<ul style="list-style-type: none"> <li>Work with the wider Ousewem project team including flood modelling specialists, understand the potential benefits of different NFM measures and take an evidence-based approach to designing and delivering them.</li> </ul>
<ul style="list-style-type: none"> <li>Work with colleagues and partners such as the Environment Agency, Forestry Commission, Natural England, Yorkshire Dales National Park, Nidderdale National Landscapes and catchment partnerships to deliver a joined-up approach including developing formal partnerships where appropriate, securing additional funding, and ensuring projects deliver multiple benefits and all partner's objectives are met.</li> </ul>
<ul style="list-style-type: none"> <li>Record interactions and outputs of the advice given and interventions delivered. Monitor the effectiveness of installed NFM measures using simple monitoring techniques (eg cameras and stage boards).</li> </ul>
<ul style="list-style-type: none"> <li>Act as an ambassador for the Trust's projects and wider work.</li> </ul>
<b>Key responsibilities</b>
<ul style="list-style-type: none"> <li>Develop and nurture relationships with landowners, stakeholders and partners.</li> <li>Design, plan and deliver natural flood risk management projects, managing programmes of work, budgets, quality of delivery and communications</li> </ul>
<ul style="list-style-type: none"> <li>Manage contractors (and volunteers as necessary) to deliver works on NFM projects</li> </ul>
<ul style="list-style-type: none"> <li>Be organised and keep accurate records on all project activities and provide regular updates to the trustees, project partners and funders including the effectiveness of installed NFM measures. This will include use of GIS.</li> </ul>
<ul style="list-style-type: none"> <li>Manage health and safety on projects to ensure safe working and that any structures installed are safe</li> </ul>
<ul style="list-style-type: none"> <li>Identify and apply to appropriate funding sources to extend the scope of projects</li> </ul>
<ul style="list-style-type: none"> <li>Act in a resource-efficient way and minimise the impacts to the environment wherever possible</li> </ul>
<ul style="list-style-type: none"> <li>Promote the work of Ousewem, and the Trust and partners in the course of day-to-day activities and at events, presenting a positive and welcoming image of the project, and the Trust to everyone</li> </ul>

*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/Senior Project Officer Job-holder competency profile

Category	Competency	Essential or desirable
Qualifications & experience	A degree and/or experience in a relevant discipline (A degree is not essential if you have relevant experience)	Essential
	Current driving licence and vehicle which can be used for work purposes	Essential
	Proven record of delivering practical environmental projects, especially NFM projects, or packages of work	Essential
	Experience of working with contractors to deliver projects including procurement/tendering processes and contracts	Essential
	Experience of working in a rural environment with different stakeholders including farmers and land owners	Desirable
	Experience of working in partnership with a range of organisations (e.g. government agencies, local authorities).	Essential
Knowledge	A good general knowledge of river ecosystems and hydrological processes	Essential
	A good general knowledge of land management and the constraints facing farmers and other land managers	Essential
	A good awareness of health and safety legislation and CDM	Essential
	Knowledge of some of the river catchments (Nidd, Swale, Ure and Ouse)	Desirable
	A good understanding of the challenges of working in the NGO sector and/or a small organisation.	Desirable
Skills and attributes	Ability to use Windows/ Microsoft Office-based computing skills including Word, Excel, Power Point and Email	Essential
	Familiarity with and ability to use GIS	Essential
	Familiarity with and ability to use Scalgo or SciMap	Desirable
	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

	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
	Comfortable working outside in steeper upland settings and in variable weather conditions.	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:** £27,500 - £35,000 FTE 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 an office in Pateley Bridge. The successful candidate will have a hot desk available in the office but is not expected to work from the office every day.

### 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 by email to Amanda Crossfield [amanda.crossfield@ydrtr.co.uk](mailto:amanda.crossfield@ydrtr.co.uk)

Applications must be received no later than midday on Monday 3<sup>rd</sup> June.

Successful applicants will be invited to interview in person, more information will be provided if shortlisted. Interviews will be held on Friday 21<sup>st</sup> and Monday 24<sup>th</sup> June.

If you would like more information on the role before submitting an application, you may contact Amanda Crossfield at [amanda.crossfield@ydrt.co.uk](mailto:amanda.crossfield@ydrt.co.uk) or 07471 452416.

## 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:

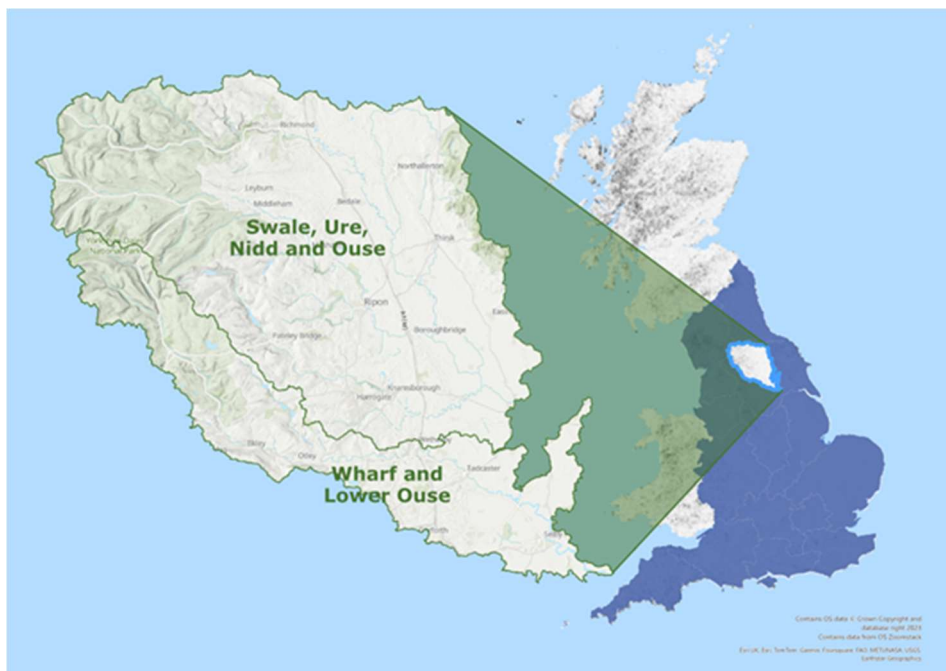
- Protect and conserve river environments and inspire others to contribute to this;
- Provide opportunities for people to learn about and enjoy rivers;
- Encourage partnership and collaborative working at a catchment scale.

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/>



YDRT catchment area.