



Gloucestershire
Wildlife Trust

Job description

Water Guardians Projects Officer

We are looking for an enthusiastic people person to coordinate the development and delivery of our new Water Guardians project. You will coordinate the delivery of a plan for volunteers to monitor the health of water courses in the south of the county. You will need to be good at working with people, organised and have a passion for the environment.

Salary: £24,500 Pro-Rata

Term: Fixed Term/Part-time 14 hours per week for a period of 12 months

Responsible to: Engagement manager

Liaison with: Head of Engagement, Volunteer Coordinator, Engagement and Learning Teams, Admin and External Relations teams, Operational and Reserve Teams, members of the public, project partners.





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Introduction to the Role

The Water Guardians Project Officer will deliver on the Water Guardians project, funded by Wessex Water. The project aims to recruit and train local volunteers – Water Guardians – to monitor watercourses, identify possible pollution incidents and report them to Wessex Water for further investigation. Water Guardians will be the eyes and ears on the ground, playing an integral role in protecting the health of their local rivers. As well as monitoring pollution to improve water quality, volunteers could also help by litter-picking, recording wildlife or organising local engagement events.

The project will be focused in the Wessex Water area of the county (south of Gloucestershire covering areas such as Sharpness, Berkley and Wotton under Edge) and you will aim to recruit and coordinate local volunteers. The project officer will work closely with GWT's Volunteer Coordinator and have liaison with Wessex Water, Somerset, Dorset, and Wiltshire Wildlife Trusts who also run Water Guardians projects.

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Introducing Gloucestershire Wildlife Trust

We are Gloucestershire Wildlife Trust – the largest membership organisation in the county dedicated to local wildlife. We own and manage more than 60 nature reserves across the county, all of which offer free access for visitors. 28,000 members in Gloucestershire support our work, with hundreds regularly volunteering time and commitment.

Our mission is a simple one – to value nature. Our ambition is to restore, recreate and reconnect Gloucestershire's wild places. We want everyone in Gloucestershire to value, enjoy and share the natural world.

Our priorities are outlined in our Strategic Plan: Wild Places, Natural Solutions – <http://www.gloucestershirowildlifetrust.co.uk/about-us/who-we-are/strategic-plan>

Our vision is ambitious, but we believe we can deliver it by:

- Creating bigger, better, more connected wild places where people and wildlife can thrive
- Inspiring more people and communities to take action for wildlife
- Leading on 'natural solutions'; championing the value of what wildlife can do for us
- Growing our resources, influence and reach to shape a strong, resilient organisation

Gloucestershire Wildlife Trust manages over 2,500 acres of land, from wetlands in the Severn Vale and heathland in the Forest of Dean, to limestone grasslands in the Cotswolds and a large ancient woodland at Lower Woods in South Gloucestershire. In addition to our community programmes, we have a vibrant programme of work outside our reserves, supporting farmers and landowners to deliver bigger, better and more connected landscapes where wildlife can thrive.

Gloucestershire Wildlife Trust expects its staff, paid and unpaid, to carry out their duties in a way which consistently exceeds the regulations and expectations of society at large in matters ethical and environmental. The Trust will ensure that its staff receives appropriate training and development opportunities based on a documented personal annual appraisal.



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Gloucestershire Wildlife Trust's values

Our values reflect each of us being:

A CARING COLLEAGUE – supportive and honest

Behaviours: We are considerate, honest and fair. We make time for each other and actively listen to others concerns or barriers before responding and finding solutions together.

ROOTED IN OUR COMMUNITIES – making nature inclusive

Behaviours: We respect each other's views and recognise and value our different backgrounds and lived experiences.

CHAMPIONS FOR WILDLIFE – passionate and pioneering for nature's recovery

Behaviours: We have an urgency for action. We are open to new ideas, encouraged to take risks together, finding creative solutions and learning from our mistakes.



Outline of main responsibilities

- Develop the Water Guardians programme for GWT
- Develop promotional materials and look at other volunteer recruitment tools for key target areas
- Review and amend (if necessary) GWT's volunteer paperwork to ensure suitable for the project
- Develop a training plan, working in partnership with Wessex Water
- Set up volunteer survey routes and keep records of which volunteers are surveying which routes on which days
- Work with Wessex Water to develop an effective reporting tool
- Set up procedures for reporting incidents, species records etc..
- Create additional packages of activities that volunteers can undertake, such as litter picking
- Ensure volunteers have all of the tools and equipment needed for their role
- Ensure timely reporting to Wessex water
- Develop marketing materials to celebrate project successes, including website materials
- Develop resources for volunteers, such as spotter sheets

Office, training and personnel

- Report monthly to the Engagement manager on project progress, administrative issues and workload priorities;
- Report any key issues which may impact on other departments or affect safe working practices;
- Ensure monitoring and evaluation forms are kept up to date and in good order, so data can be extracted as needed;
- Minimise filing backlogs and prioritise workload to meet targets;
- Attend training courses as required and as agreed with the Engagement Manager
- Be familiar with Trust Policies and Procedures and implement, including appropriate risk assessments for the activities undertaken;
- Participate in appropriate Trust and partners' promotion activities as required including attendance at events;



Outline of main responsibilities

Liaison, marketing and recruitment

- Ensure that effective and efficient liaison is maintained with other Trust staff and volunteers and with landowner staff;
- Attend and represent the Trust and partner organisations at external meetings, conferences, seminars, and public gatherings relating to the project;
- Work with the Head of Supporter Development to distribute membership, promotional and recruitment literature where appropriate;
- Liaise with the Head of External Affairs and partner organisations for all promotional material and publications and for all contact with the media.

Tools, equipment, vehicles and materials

- Report any faults or deficiencies in the project equipment to the Engagement Manager
- Keep the Engagement Manager advised of current and future requirements for equipment.

General

- Carry out other duties from time to time as required by the Head Engagement or Chief Executive;
- Present a friendly, professional, confident and tidy appearance;
- Keep Health and Safety matters as the overriding determinant at all times and in all circumstances.



Person Specification

Qualifications and Skills required

The officer must be able to prioritise work towards the project's objectives and in accordance with the funders' requirements. A full driving licence is necessary to perform this role.

Knowledge and experience:

Essential:

- Experience of recruiting, training and organising volunteers and carrying out risk assessments
- Experience of working with partner organisations
- Experience of working with community groups

Desirable:

- An understanding of the key issues and threats relating to wetland biodiversity/rivers and streams and sustainable development in general
- Experience of creating promotional materials





Person Specification

Skills:

Essential:

- Excellent communication skills, both verbally and written, with a wide range of ages and backgrounds
- Proven ability to motivate, train, mentor and support a volunteers to engage with the natural world
- Ability to work independently using own initiative and judgement, as well as in close co-operation with others
- Event / activity management skills
- Excellent organisational and time-management skills. Able to prioritise workloads and meet deadlines
- Good IT skills and fully competent in Microsoft Word, Excel and PowerPoint. Microsoft Teams and Zoom.
- Good practical skills, and ability to instruct others to carry out practical work safely and effectively
- Ability to evaluate project outcomes effectively

Desirable:

- Good naturalist and wildlife survey skills
- Able to innovate and work with partners to solve problems
- Able to use more complex IT packages and programmes, including Canva, video editing software

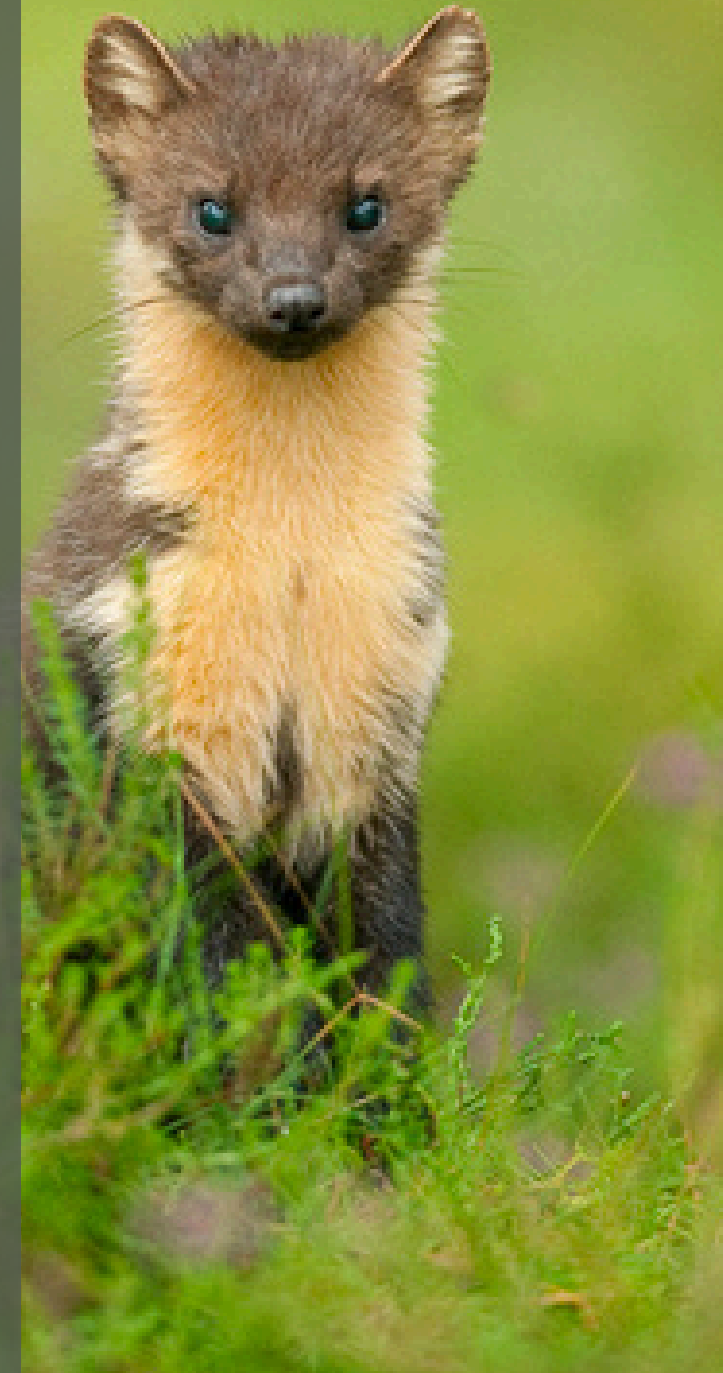




Person Specification

Qualities:

- High degree of initiative and self-reliance
- Pragmatism, tact and diplomacy, with an ability to work with partners
- Enthusiasm, motivation and dedication
- Personal commitment to the environment and wildlife conservation
- A reasonable level of personal fitness
- Willingness to work outdoors, and weekends/ evenings as appropriate
- Good attention to detail





Terms of Employment

This is a Fixed Term/Part-Time role for 14 hours per week for a period of 12 months and is subject to a three-month probationary period. Due to the nature of the Trust's work, occasional evening or weekend work may be necessary for which time off in lieu is given.

We offer a rounded benefits package to include life insurance of three times salary, a contributory pension scheme with generous employer contributions and an employee assistance programme. The postholder is entitled to 21 days paid leave per year pro rata (rising to 30 days through service) in addition to public holidays and Christmas closing period as well as two volunteering days. Other discounts and benefits are available too.

Our office facilities are at Robinswood Hill Country Park in Gloucester. This role will require regular travel to GWT offices and sites around the county on occasion.

It is the nature of the work of Gloucestershire Wildlife Trust that tasks and responsibilities are, in many circumstances unpredictable and varied. All staff are, therefore, expected to work in a flexible way when the occasion arises where tasks that are not specifically covered in the Job Description are undertaken, including providing cover for absent staff in order to maintain organisational effectiveness.

As part of its commitment to investing in its people, GWT trains and supports its staff in the delivery of their duties. Advice will be given in drawing up a personal development plan and all suggestions considered according to resources available and the over-riding priorities of the Trust. An appraisal process is carried out every year.

The post holder will be consulted by the Chief Executive prior to any proposed major changes to duties and responsibilities and reasonable notice will be given before implementation.



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Equality, Diversity and Inclusion

Gloucestershire Wildlife Trust is committed to encouraging equality, diversity and inclusion among its workforce, and eliminating unlawful discrimination, harassment and victimisation. The Trust's policy is to provide equality, fairness and respect for all staff, whether temporary, part-time or full-time; ensure no unlawful discrimination against the Equality Act 2010 protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, and ethnic or national origin), religion or belief, sex and sexual orientation; and to oppose and avoid all forms of unlawful discrimination. A full copy of the policy is available on request.





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How to apply

To make an application, please send a covering letter and CV to hr@gloucestershirowildlifetrust.co.uk by midnight on Sunday 16th June 2024

Interviews will be held Monday 24th June 2024.

Thank you for your interest in this position and we look forward to receiving your application.

