

1. JOB DESCRIPTION

Job Title	:	Ryton NFM Project Officer (Maternity Cover)
Group/Team	:	Nature Recovery (North)
Working Base	:	The Idle Valley Rural Learning Centre
Responsible to	:	Ryton NFM Project Manager
Responsible for	:	Volunteers, contractors
Overall Purpose of Job	:	To work towards natural flood management and delivering our 30x30 nature recovery aspirations in north Nottinghamshire through supporting delivery of the EA-funded "Saving Worksop and Shireoaks through Natural Flood Management (NFM)" Project. This Project will be delivered with the technical support of EA and Lead Local Flood Authority (LLFA) staff.
Main Responsibilities	:	<p>Work with the Project Manager to deliver this major project</p> <p>Assist with the development and delivery of a package of NFM interventions along the River Ryton upstream of Worksop and</p> <p>Demonstrate the benefits of nature-based solutions to local communities to bring back wildlife to the upper Ryton through working with a wide range of partners and landowners.</p>

2. JOB SPECIFICATION

Line Management and Supervision	:	<ul style="list-style-type: none"> You will have no direct responsibility for staff, but may train, coordinate and support volunteers to help with surveys
Responsibility, Budgets and Other Resources	:	<ul style="list-style-type: none"> You will be responsible for ensuring that the outputs of the project are met. You will contribute to the reporting process by working with the Project Manager to ensure that good record keeping and data is available to help manage the project budget, support the Project Manager in gathering data for the development of the project delivery details, and assisting with the reporting to the EA
Work Complexity	:	<ul style="list-style-type: none"> You will support the commissioning of ecological, hydrological, archaeological and geotechnical surveys to inform the detailed project design. You will manage data and help to analyse the results of the

		<p>surveys, working closely with partners and relevant specialists</p> <ul style="list-style-type: none"> • You will undertake some of the capital habitat restoration works such as installing leaky dams and natural spiling and establishing new riparian habitats. • You will undertake the administrative tasks that are necessary to help the Project Manager with the smooth and effective running of the project.
Decision Making, Creativity and Innovation	:	<ul style="list-style-type: none"> • You will support the Project Manager to deliver the Project, using your knowledge and skills to find creative solutions for habitat restoration. • You will work with Trust staff, volunteers and external partners on a range of technical surveys species, recording and mapping.
People, Contacts and Representation	:	<ul style="list-style-type: none"> • Liaison, both internally and externally is an essential part of the job, including with senior staff in our partner organisations, contractors and with the EA as the funder and client. • You will develop positive relationships with farmers and other landowners, liaising with them to secure NFM sites, providing information, surveys and support as required to help bring potential restoration projects forwards • Ensure exemplary liaison with the Environment Agency (EA), the Steering Group, and also with other partners who are undertaking complementary work, where synergies can be achieved by working closely. • You will be in contact with other staff, volunteers, partner organisations, specialist natural history recorders, farmers and members of the public.
Working Conditions	:	<ul style="list-style-type: none"> • Part Time (4 days per week in NWT) • Fixed term contract (maternity cover) • This role is based at the Trust office at the Idle Valley Rural learning Centre, but there will be a need for regular travel across the north of the County. • Occasional evening and weekend working may be required. • In order for the organisation to work effectively, the postholder may be required to assist with other areas of work and therefore should be prepared to undertake other duties appropriate to the post. • The postholder will abide by NWT's Health and Safety policies and guidance. • This post is subject to a Basic DBS check

3. PERSON SPECIFICATION

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Team : Nature Recovery (North)

	Essential	Desirable
Experience		
Ecological survey and assessment experience of a range of faunal groups and flora	✓	
Practical habitat management and creation experience	✓	
Experience of working with contractors in other technical disciplines	✓	
Experience of working with ecological volunteers		✓
Experience of working with farmers	✓	
Competence, Knowledge & Skills		
Degree in Ecology or a related science, or comparable experience.	✓	
Habitat assessment and management techniques for nature conservation	✓	
Survey techniques for plants and a range of faunal groups, relevant to Nottinghamshire	✓	
Word processing and other IT applications including MapInfo and QGIS	✓	
Ability to liaise effectively with a wide range of people	✓	
Ability to build positive working relationships with farmers and landowners	✓	
Excellent written and oral communication skills	✓	
Efficient administration and organisation	✓	
Full driving licence	✓	
Familiarity with the habitats and species of Nottinghamshire		✓
Knowledge of nature conservation legislation with regard to species surveys	✓	
Letter and report writing	✓	
Ability to prioritise workloads and meet deadlines	✓	
Personal Qualities		
Commitment to nature conservation	✓	
Well-presented individual with the confidence to make approaches to a range of external colleagues, the public and volunteers	✓	
High level of enthusiasm, self-motivation and self-discipline	✓	
Ability to work as part of a team and on own initiative	✓	
Integrity and discretion	✓	
Knowledge of and commitment to equal opportunities	✓	
Flexibility of approach to wide-ranging tasks	✓	
Attention to detail and common sense	✓	
Organised to deal with a varied range of tasks	✓	