



THE

WELSH DEE TRUST



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JOB TITLE: MIDDLE DEE CATCHMENT PARTNERSHIP OFFICER.

LOCATION: LLANGOLLEN OFFICE, WORKING THROUGHOUT THE MIDDLE DEE CATCHMENT AREA.

ACCOUNTABLE TO: CHIEF EXECUTIVE OFFICER.

SALARY: £28,000-£32,000 PLUS PENSION

HOURS: 37.5 HOURS PER WEEK

TERM: FIXED TERM CONTRACT FOR 12 MONTHS WITH POSSIBILITY TO EXTEND SUBJECT TO FUNDING.

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: PROVISION OF SATISFACTORY REFERENCES, DISCLOSURE AND BARRING SERVICE CHECK AND COMPLETION OF 3 MONTH PROBATIONARY PERIOD.

The Welsh Dee Trust

The Welsh Dee Trust is a registered charity covering the whole of the River Dee catchment. The objectives of the charity are to restore, conserve and enhance the River Dee and its catchment and educate the public about the same.

The Trust undertakes a wide range of practical projects to improve water quality and habitat. This includes working with farmers, landowners and communities to reduce water pollution, address barriers to fish migration and reduce the risk of flooding.

The Trust currently employs 5 staff. The working culture of the Trust encourages a professional, committed and independent approach.

The Trust hosts the Middle Dee Catchment Partnership (MDCP) which is cross Wales-England border. The Catchment based approach (CaBa) is a community approach that engages people and groups to help improve the water environment. Working as part of a partnership allows us to achieve much more for the environment than we could by working alone across the catchment area.

www.welshdeetrust.com

CATCHMENT PROJECT OFFICER

The successful candidate will join the Trust and work on the Middle Dee Catchment Partnership with a key objective being management of the Partnership plan. This plan pulls together information on the catchment including who is doing what, risks & issues, opportunities and proposals. The successful candidate will be required to review and update the current plan. We are looking for a candidate who has the vision to make the plan a reality, looking to bigger, more ambitious joined up solutions to water environmental problems at a landscape scale.

The successful candidate will be expected to seek and secure funding to build the long-term resilience of the Welsh Dee Trust.

The successful candidate will care about the water environment and will co-ordinate, facilitate and develop the Partnership. The role will involve working with both internal and external staff and volunteers. The role involves networking and seeking opportunities for projects. The candidate will have experience of securing external funding and an ability to advise on, assist with and complete applications. The candidate will need to be able to communicate across a range of people including landowners, farmers, volunteers, Plc's, Local and National Government officials, statutory bodies and other environmental practitioners.

The successful candidate will be a skilled facilitator able to motivate and inspire others but also self-motivated and able to work unsupervised. The candidate will need to work closely with the partnership catchment co-ordinator and partners. The candidate will also need to work to address the challenges of a cross Wales-England border catchment.

PROJECT OFFICER JOB SPECIFICATION

MAIN OBJECTIVES

- Facilitate, co-ordinate and develop the MDCP
- To seek funding to build long term resilience of the Welsh Dee Trust
- Engage with and support catchment partners
- Network, connect people and facilitate discussions
- Identify opportunities to improve the water environment
- Promote the work of MDCP and raise the profile of CaBa
- Manage and update the Partnership's story map tool
- Make connections between groups and initiatives

KEY RESPONSIBILITIES

- Support catchment partnership organisations to identify, plan, fund and deliver water environment initiatives and projects
- Organise, facilitate and deliver events to promote the work of the catchment partnership
- Keep accurate records of all partnership activities
- Complete annual reports
- Identify and apply to appropriate funding sources for partnership work
- Promote the work of the MDCP, the Welsh Dee Trust and member partners in the course of day to day activities and events

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 aims and objectives of the post.

PROJECT OFFICER JOB HOLDER COMPETENCY PROFILE

CATEGORY	COMPETENCY	ESSENTIAL / DESIRABLE
Qualifications & experience	<ul style="list-style-type: none"> • A degree in a relevant discipline and current driving licence • A vehicle that can be used for work purposes • Experience in managing river restoration, land management and habitat improvement projects • Proven record of developing projects and bidding for funding • Experience of working with a diverse range of people • Experience in facilitating workshops • Experience in managing a budget 	Essential Essential Desirable Essential Essential Desirable Essential
Knowledge	<ul style="list-style-type: none"> • A good general knowledge of river ecosystems • A good general knowledge of land management and farming practices • A good knowledge of the Middle Dee Catchment 	Essential Essential Desirable
Skills	<ul style="list-style-type: none"> • Ability to use Windows / Microsoft Office (including Word, Excel, PowerPoint and Outlook) • Ability to use ArcGIS software • Excellent administrative and organisational skills with ability to prioritise and work to deadlines • Ability to lead and inspire • Ability to communicate with a wide range of people, using a range of communication tools including websites and social media • Experience in producing funding applications • Experience in managing project budgets • Self-motivated, ambitious and dynamic with an ability to work on own initiative • Capacity and willingness to work flexibly with occasional evening and weekend working • Welsh language ability to level 1 (NRW guidelines) or willingness to achieve that level 	Essential Essential Essential Essential Essential Essential Desirable Essential Essential Essential

TERMS AND CONDITIONS

The following terms and conditions 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.

Term: Fixed term contract for 12 months with possibility to extend subject to funding

Probationary period: 3 months. During this period the contract may be terminated with 1 weeks' notice.

Hours: 37.5 hours per week

Annual Leave: 20 days annual leave plus bank holidays.

Pension: The Trust operates a contributory pension scheme through NEST with 5% employer's contribution.

Office location: Units 28/30, The Malthouse, Llangollen, Denbighshire LL20 8HS

TO APPLY:

Please send a CV (maximum 2 sides of A4) and a covering letter (maximum of 2 sides of A4) outlining how you meet the requirements for the post, by e-mail to Huw Evans, Chief Executive Officer of The Welsh Dee Trust (huw@welshdeetrust.com).

Applications must be received by no later than 5pm Thursday 18th April 2019.

Interviews will be held during the first two weeks of May in the Llangollen area venue to be confirmed.

If you would like more information on the role, please contact Huw Evans on 07984-626158 or by e-mail. This Job description is available in Welsh upon request.