

## **JOB DESCRIPTION**

<b>JOB TITLE :</b>	<b>Project Officer – River Thame Conservation Trust</b>
<b>REPORTS TO :</b>	Chief Executive, RTCT
<b>LOCATION :</b>	Office base in Headington, Oxford with regular on site work across Oxfordshire and Buckinghamshire. Flexibility for some home working.
<b>HOURS :</b>	Full time (37 hours/week) with some out of hours work
<b>DURATION :</b>	Two-year fixed term contract initially with intention to extend subject to funding.

## **JOB PURPOSE**

1. To play a key role in leading, planning and delivering a range of projects relating to water quality improvement, habitat enhancement and biodiversity in the River Thame catchment.
2. To contribute to the continued development and co-ordination of RTCT's volunteer engagement and citizen science programmes.
3. To manage the gathering and analysis of citizen science and other data to monitor change across the catchment and to report to funders and stakeholders.
4. To build relationships with landowners, farmers, partner organisations, community groups and other stakeholders relevant to successfully delivering projects to meet RTCT objectives.

## **MAIN FUNCTIONS**

1. Plan and develop a range of projects for habitat improvement and water quality improvement across the Thame catchment.
2. Liaise with landowners and farmers about current or future projects and land management practices relating to the catchment.
3. Liaise regularly with Environment Agency and Thames Water on a range of project initiatives and practices relevant to the Thame catchment.
4. Develop and maintain good working relationships with colleagues across partner organisations and community groups including working closely with Freshwater Habitats Trust, our joint catchment hosts for the River Thame and delivery partner on some freshwater projects.

5. Engage and train volunteers to use citizen science methods. Potentially oversee and coordinate RTCT's volunteer programme (with support from key volunteers). Sometimes lead on site volunteer work including carrying out all required health and safety practices.
6. Manage delivery of funded projects from inception to completion to ensure delivery on time, to budget with achievement of agreed objectives.
7. Liaise regularly with the CEO on projects, programmes and work planning and feed into update reports for RTCT trustees.
8. Maintain up to date knowledge of relevant freshwater science and issues.
9. Effectively manage consultants or contractors to deliver work.
10. Give talks and presentations, eg at local community groups, parish councils or to partner organisations.
11. Carry out communication activities to engage and update local people and volunteers including contributing to newsletters, using social media and overseeing RTCT website updates.
12. Ensure all projects are carried out in line with the aims, objectives, policies and procedures of RTCT.
13. Undertake other appropriate duties as may be determined from time to time by the RTCT CEO or Chair of Trustees.

November 2017