****

**Trainee Catchment Restoration Project Officer**

|  |  |
| --- | --- |
| **Organisation:** | **The Bristol Avon Rivers Trust** |
| **Salary:** | **Negotiable. Dependent upon experience** |
| **Location:** | **Bristol Avon catchment** |
| **Hours:** | **Full Time** |
| **Position type:** | **Paid** |
| **Contract:** | **Fixed Term Contract Initially** |
| **Closing date:** | **31st December 2014** |
| **Website:** | **www.bristolavonriverstrust.org** |
| **Contact name:** | **Ian Mock** |
| **Contact email:** | **Ian@bristolavonriverstrust.org** |

**Overview**

Fixed Term Contract until end of December 2015, with continuation subject to funding success.

The Bristol Avon Rivers is expecting to be busy in 2015 and thereafter and needs to consider developing staff to help face a challenging future. The charity was set up in 2012 and as a consequence is facing “growing pains”, balancing opportunity with resource availability. The trainee role is an opportunity to join a small team with big ambitions and to help shape the future of the Trust in coming years. Prospects will depend on speed of learning and the ability to quickly help generate income whilst meeting the Trusts charitable objectives.

The initial contract period will focus on the training required to successfully handle the Catchment Restoration project officer role whilst also helping the candidate understand the issues facing the catchment, developing the skills to scope, cost and manage the type of restoration work likely to be required, and submit funding bids in order to deliver successful projects.

**Key tasks once trained.**

* Develop a thorough understanding of work to date, and the issues that need to be addressed.
* Identify potential partner organisations and individuals such as landowners, and develop working relationships with them.
* Develop potential solutions to the issues identified, and review these proposals with partners and other stakeholders. Develop cost estimates for these solutions.
* Develop the project scope and timetable, based on the identified issues and proposed solutions.
* Develop strategies to raise awareness of the issues on the catchment and the project.
* Recruit volunteers to work on the catchment restoration activities.
* Develop and submit funding bids to awarding bodies.

**Key outputs**

* Project scope document detailing catchment issues and solutions.
* Estimated costs for implementation of the project.
* Funding bid submissions.
* Awareness of the issues on the catchment and the restoration project in the local communities.

**Candidate Profile**

* Degree or equivalent in an environmental science.
* Knowledge/understanding of riverine ecology and conservation issues.
* Understanding of legislation relevant to the aquatic environment (e.g. Water Framework Directive).
* Ability to engage and build relationships across organisations with differing objectives and priorities.
* Ability to prioritise and plan activities.
* Proven experience of generating budgets and making successful applications for project funding.
* Excellent literacy, numeracy and report-writing skills.
* Ability to work alone, with a high level of accuracy and attention to detail, and experience of using information/data to aid decision-making.
* Good computer literacy skills (e.g. with Excel, Word, Powerpoint and the Internet).
* Means of transport.
* Basic knowledge of GIS.

Interested parties should submit a CV and a one page covering letter explaining why they might be suitable for the position. These should be sent to: ian@bristolavon riverstrust.org

A similar work placement opportunity is also available but will unfortunately not be a paid placement at present. This placement role will suit someone looking to take up the type of role described below but who has not yet demonstrated the experience to be a successful applicant

Registered in England and Wales as a company limited by guarantee. Company registration number 7986475. Registered office at 3 Bakers Ground Stoke Gifford Bristol BS34 8GD. Registered Charity number EW04986.