

# Application Pack

## Hertfordshire Living Rivers Officer

January 2012

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**Herts &  
Middlesex**

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Chief Executive: Jane Durney



INVESTORS IN  
PEOPLE UK

Hertfordshire & Middlesex  
Wildlife Trust Limited is  
registered in England No 816710  
at the above address and is  
registered as a charity under  
Registration No 239863. VAT  
No 366 9276 06

President  
Sir Simon A Bowes Lyon, KCVO

## 1. ADVERT

**A unique opportunity to join a successful and growing conservation charity at an exciting time!**

**Hertfordshire Living Rivers Officer**  
**£23,650 plus 7% pension**  
**Fixed term contract for four years**

Herts and Middlesex Wildlife Trust is working in partnership with the Environment Agency to achieve landscape-scale nature conservation and the Living Rivers Officer will contribute to this work in Hertfordshire's river valleys.

The Hertfordshire Living Rivers Officer will raise awareness of Hertfordshire's rivers, their floodplains and associated biodiversity and co-ordinate restoration to favourable ecological condition through working with landowners, land managers, local communities and volunteers.

You'll be a committed conservationist educated to degree level or equivalent in a biological/environmental science and have experience of habitat management and community engagement.



**Herts & Middlesex**

For more information and to apply (CVs are not accepted), visit our web site:

**[www.hertswildlifetrust.org.uk/about/jobs](http://www.hertswildlifetrust.org.uk/about/jobs)**

Herts & Middlesex Wildlife Trust  
Grebe House  
St Michael's Street  
St Albans  
Herts  
AL3 4SN

**Tel:** 01727 858901

**Fax:** 01727 854542

**E mail:** [recruitment@hmwt.org](mailto:recruitment@hmwt.org)

**Closing Date:** 9.00am on Monday 20th February 2012

**Interviews:** Wednesday 7<sup>th</sup> March 2012

*A driving licence and flexibility to work occasional irregular hours is required for all posts. The post is subject to a Criminal Records Bureau Disclosure.*

Protecting **Wildlife** for the Future

## 2. RECRUITMENT & SELECTION PROCESS

### How to apply

A completed Application Form and Equal Opportunities Monitoring Form should be submitted by email **by 9.00am on 20th February 2012**. CVs will not be accepted.

For an application pack, please visit our website, where you will find details about the post and the application process.

[www.hertswildlifetrust.org.uk/about/jobs](http://www.hertswildlifetrust.org.uk/about/jobs)

Please separate the completed Application and Equal Opportunities forms from the main document and email to [recruitment@hmwt.org](mailto:recruitment@hmwt.org).

### Selection Process

Shortlisted candidates will be invited to interviews on 7<sup>th</sup> March 2012 in St Albans.

An offer of appointment will be made to the successful candidate shortly after interview. An offer of employment made by Herts and Middlesex Wildlife Trust at this stage is subject to satisfactory written references, an employment medical assessment and Criminal Records Disclosure.

You must also be able to identify that you have the right to work in the UK, and that you have the qualifications listed in your application.

If you have not heard from us by the interview date, I regret that your application will have been unsuccessful on this occasion.

### 3. ABOUT THE POST

This is an exciting time to join the Trust! During the past few years, the Trust has been growing and developing, with substantial increases in members (now over 22,000), income (now over £1.5m) and grant aid for project work. Our office at Grebe House is based on the edge of the park in St Albans and we are a friendly team of 20 staff.

An increasing emphasis of the past two years has been our focus on landscape scale conservation - Living Landscapes. This calls for an integrated approach to our work on our nature reserves, with other landowners, through education and community and our influencing and advocacy work.

#### **Hertfordshire Living Rivers Officer**

Herts and Middlesex Wildlife Trust is working in partnership with the Environment Agency to achieve landscape-scale nature conservation and the Living Rivers Officer will contribute significantly to this work in Hertfordshire's river valleys.

The Hertfordshire Living Rivers Officer will raise awareness of Hertfordshire's rivers, their floodplains and associated biodiversity and co-ordinate restoration to favourable ecological condition through working closely with landowners, land managers, other conservation organisations, local communities and volunteers.

The key drivers for this post are:

- Hertfordshire's chalk rivers have international ecological significance yet the majority of them have a declining biodiversity due to low flows, pollution and neglect.
- Hertfordshire's Biodiversity Action Plan (BAP) has objectives and identifies actions to conserve chalk rivers but there has been little progress on implementing them due to a lack of resource amongst conservation bodies.
- The Worldwide Fund for Nature has recently highlighted the Mimram and Beane in particular as needing immediate conservation action if their special biodiversity is to be maintained.
- Hertfordshire's Biodiversity Action Plan has objectives and identifies actions to protect, restore and link wetland priority BAP habitats.
- Hertfordshire's chalk rivers form part of the proposed Lee Catchment 'Nature Improvement Area' and this project will contribute directly to achieving biodiversity conservation at a landscape scale.

Key project outputs are expected to be:

- Establishment of volunteer Rivers Champions for Hertfordshire.
- Implementation of Hertfordshire's biodiversity action plan, with relation to chalk rivers.
- Raising awareness of chalk rivers and their associated biodiversity.
- Production and implementation of 'river restoration plans'.
- Establishment of 'river restoration groups' of volunteers, community groups and riparian landowners.
- Implement river restoration projects.
- Implementation of wetland BAP habitat restoration projects.
- Promotion of 'catchment sensitive farming'.

- Promotion of water saving.

## 4. ABOUT HERTS & MIDDLESEX WILDLIFE TRUST

**Our vision** is for a Living Landscape and Living Seas, an environment rich in wildlife and enjoyed by people

**Our mission** is to protect wildlife, restore biodiversity and to connect people with the natural world in Hertfordshire and Middlesex

**Our aim** is to be the counties' most active and influential wildlife champion

### **What we do**

Formed in 1964, we are a local charity supported by people who care about protecting wildlife, including over 22,000 members.

With volunteers, we manage a network of more than 40 nature reserves, covering nearly 2,000 acres. Beyond this our vision is of a living landscape, where we work with others to improve our towns and countryside for wildlife.

The Trust is active in all parts of Hertfordshire and in the London boroughs of Enfield, Barnet, Harrow and Hillingdon.

### **The Wildlife Trusts**

Herts & Middlesex Wildlife Trust is part of a partnership of 47 local Wildlife Trusts across the UK, plus the Isle of Man and Alderney - the largest voluntary organisation in the UK solely dedicated to protecting wildlife. There are over 800,000 members and 2,300 nature reserves across the UK. The Trust's junior membership Wildlife Watch is part of this UK network. The Wildlife Trusts lobby for better protection of the UK's natural heritage and are dedicated to protecting wildlife for the future.

### **Staffing**

The Trust staff includes the Living Landscape team, Marketing and Fundraising team and Finance and Administration team.

### **Herts and Middlesex Wildlife Consultancy**

Our wholly owned trading subsidiary is an ecological consultancy providing advice on wildlife, conservation management, biodiversity action planning and ecological surveys.

### **Funding**

Our annual turnover is approximately £1,5m; over half of which comes from our membership. Grants and fundraising activities contribute the remainder.

### **For more information please visit:**

[www.hertswildlifetrust.org.uk](http://www.hertswildlifetrust.org.uk) View our Annual Review, Strategic Plan and Reserves information

[www.wildlifetrusts.org](http://www.wildlifetrusts.org) to view The Wildlife Trusts 'A Living Landscape' report



## **HERTFORDSHIRE LIVING RIVERS OFFICER JOB DESCRIPTION**

<b>JOB TITLE:</b>	<b>Hertfordshire Living Rivers Officer</b>
<b>RESPONSIBLE TO:</b>	<b>Conservation Manager</b>
<b>RESPONSIBLE FOR:</b>	Volunteers, student placements
<b>LOCATED AT:</b>	Herts and Middlesex Wildlife Trust, Grebe House, St Michael's Street, St Albans, AL3 4SN
<b>WORK AREA:</b>	Hertfordshire
<b>SALARY:</b>	£23,650 plus 7% pension
<b>TERM:</b>	Fixed term contract for four years

### **OVERALL PURPOSE OF JOB**

Herts and Middlesex Wildlife Trust is committed to a landscape-scale approach to nature conservation and the Living Rivers Officer will contribute to this work in Hertfordshire's river valleys, primarily those of the Lea, Ver, Mimram, Beane, Quinn, Ash, Stort, Rib and Gade. The job holder will raise awareness of Hertfordshire's rivers, their floodplains and associated biodiversity and co-ordinate restoration to favourable ecological condition through working with landowners, land managers and volunteers.

### **MAIN RESPONSIBILITIES**

1. Working with Environment Agency (EA), carry out an audit of Hertfordshire's rivers and identify priority areas for restoration by producing a four year, web-based rivers action plan for Hertfordshire, joining-up with other relevant biodiversity action plans..
2. In conjunction with EA, prepare river restoration plans for priority areas to increase the length of river of 'County Wildlife Site' status.
3. For priority areas, establish river restoration groups (to include landowners, organisations and volunteers) to implement the restoration plans and identify appropriate delivery work for each stakeholder.
4. In conjunction with EA, initiate and manage restoration projects in the Lee River Basin Management Plan.
5. To work with and support existing voluntary rivers groups in Hertfordshire: developing volunteer action via initiatives such as River Wardens and Fly Life.

6. To achieve good management of rivers by establishing good working relationships with, and providing advice to, riparian landowners and local communities alongside and linked to Hertfordshire rivers.
7. To promote water saving.
8. To promote '*catchment sensitive farming*' to farmers within the Lee catchment.
9. To organise an annual forum of Hertfordshire Rivers Groups.
10. To create 'river fact files' for Hertfordshire's rivers.
11. To develop and manage a Hertfordshire's Living Rivers section on HMWT's website.
12. To organise events such as talks, surveys and guided walks to raise awareness of Hertfordshire's rivers.
13. To support the Environment Agency in the development of Catchment Management Plans.
14. To manage volunteers and student placements as necessary.
15. To prepare, monitor and manage budgets.
16. To produce reports and maintain records as required, including the production of an annual project report.
17. To carry out all duties with regard to relevant legislation and the Trust's policies and procedures including the following:
  - Health and Safety Policy
  - Financial procedures
  - Equal Opportunities Policy
18. To carry out all other such duties as may from time to time be determined by the line manager and the Chief Executive.

*The Trust retains the right to amend the job description in consultation with the post holder to reflect changes in or to the job.*

Jan 2012

## PERSON SPECIFICATION

**JOB TITLE:** Hertfordshire's Living Rivers Officer

**EXPERIENCE:** The postholder will be expected to have experience of:

- Project management
- GIS – ArcView 10
- Experience of recruiting and managing volunteers
- Experience of working with and advising farmers and other private landowners
- Experience of working in partnership with a wide range of organisations including statutory agencies, local authorities and voluntary groups.
- Developing interpretation

**KNOWLEDGE:** The postholder is expected to have a degree level qualification or equivalent and knowledge of:

- Wetland ecology and the biodiversity of rivers
- Wetland habitat management
- Farming and agri-environment grants
- Hertfordshire's rivers

**SKILLS:** The postholder will have:

- Good administration, organisational and time management skills
- An ability to plan and deliver practical conservation work programmes
- Good verbal and written communication skills
- IT skills including GIS as well as Word and spreadsheets
- Experience of a variety of media work

**PERSONAL QUALITIES:**

- Understanding of and commitment to equal opportunities good practice
- High level of commitment and enthusiasm
- Flexible
- Personable and people focused
- Committed to sustainable development
- Imaginative, innovative and resourceful
- A commitment to equal opportunities and diversity
- Hold a current driving licence
- Be subject to a satisfactory check on Disclosure

## 7. SUMMARY TERMS & CONDITIONS OF EMPLOYMENT

### ***Location***

The offices of the Trust are currently in St. Albans, though the Trust may require you to work at any other Trust office within a 25-mile radius. Work sites are throughout the counties of Herts and Middlesex.

### ***Contract***

The post is offered on a full time basis. Annual performance appraisals take place. Annually there is a review of cost of living.

***Probationary period*** A probation period of six months applies.

### ***Normal hours of work***

The Trust operates a 37.5 hour week. Overtime is not available, though equivalent time off for authorised additional time worked may be taken in lieu.

### ***Annual leave***

Initially 23 days leave per leave year (rising to 25 days after one year and 28 days after 4 years completed service with the Trust), plus statutory bank holidays per year.

### ***Pension***

On satisfactory completion by the employee of the probation period, the Trust will contribute each year the equivalent of 7% of his/her gross salary into a named pension scheme. At that time, contributions will be backdated to the date of the commencement of the contract of employment with the Trust.

### ***Car and Travel expenses***

Where the post-holder uses their car and drives on Trust business, he/she will be required to hold a full current valid driving licence and be insured for work. Travel expenses are paid as outlined in the Staff Manual.

### ***Staff Manual***

Conditions of service and standing orders relating to the employment of staff by Herts and Middlesex Wildlife Trust are contained in the Staff Manual, which is available on appointment.

# 8. ORGANISATION CHART

**Key:**

- Core funded staff
- Project funded staff
- Volunteers

