



**Herts &
Middlesex**
Wildlife Trust



Rivers Officer (Citizen Science & Partnerships) Recruitment Pack

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Frogmore meadows Nature Reserve © Josh Kubale



1 Message from the Chief Executive

Wildlife is in trouble. We need to reverse the trends in species and habitat decline and this is a crucial time to address the ecological and climate crisis. Are you the person we are looking for to play a key role in nature's recovery in Hertfordshire and Middlesex?

Our strategy for a wilder Hertfordshire and Middlesex is ambitious. We have set a target of 30% of land to be protected and managed for wildlife by 2030 and we want to be a catalyst for a step change in the number of people taking action for wildlife.

That's why we are recruiting for a Rivers Officer (Citizen Science & Partnerships). You'll be part of the Trust's Wider Countryside Team, in the Nature Recovery Directorate, providing a key role supporting the Trust's River Catchment Coordinator to drive forward our Living Rivers programme. This role will support and develop the River Lea Catchment Partnerships, as well as collaboratively devising and coordinating citizen science initiatives with an initial focus on the River Beane.

We are looking for someone with good understanding of freshwater habitats and their associated wildlife, demonstrable experience of collaborative partnership working and working with volunteers. You'll need to be self-motivated, able to effectively manage multiple demands and an excellent communicator. You must be a compelling advocate for the work of the Trust.

If you feel you have the drive, knowledge and experience we need and want to work with people who care passionately about the future of wildlife, please do apply.

Lesley Davies

Lesley Davies
Chief Executive

Water vole © Terry Whitaker/2020 Vision



Role title	Rivers Officer (Citizen Science & Partnerships)
Salary range	£26,978 - £30,663, plus contribution to pension auto-enrolment.
Time commitment	37.5 hours per week

About the Trust

Herts and Middlesex Wildlife Trust is a local nature conservation charity. Our office is based in the beautiful Verulamium Park in St Albans.

We believe that wildlife should have space to thrive alongside our everyday lives and that everyone benefits from having access to nature.

Our staff team is enthusiastic, friendly and committed to making a difference.

About the role

The Rivers Officer (Citizen Science & Partnerships) will support and develop the River Lea Catchment Partnerships, as well as collaboratively devising and coordinating citizen science initiatives with an initial focus on the River Beane. The postholder will also work alongside the River Catchment Coordinator to drive forward our Living Rivers programme by raising awareness of Hertfordshire's chalk rivers and delivering community-based river restoration projects.

This role is hosted by Herts and Middlesex Wildlife Trust and funded by Thames Water, United Utilities and the Rivers Trust through the Catchment Partnership Support (CaPS) Fund and Catchment Systems Thinking Cooperative (CaSTCo) project.

How do we support you?

We offer a great benefits package with a range of employee schemes, including generous annual leave, flexible working, excellent learning and development opportunities, wellbeing support and much more!

You can find out more about this here - <https://www.hertswildlifetrust.org.uk/jobs/benefits>

Title	Rivers Officer (Citizen Science & Partnerships)
Reports to	River Catchment Coordinator
Responsible for	Volunteers
Work base	<p>The Trust's activities cover Hertfordshire and the London Boroughs of Barnet, Enfield, Harrow and Hillingdon.</p> <p>The Trust's offices are at Grebe House, St Albans, AL3 4SN. The Trust supports flexible and hybrid working.</p>
Hours	37.5 hours per week
Salary	SCP 24-28 plus contribution to pension auto-enrolment
Employment Term	2 years, fixed-term contract
Job purpose	<p>The Rivers Officer (Citizen Science & Partnerships) will support and develop the River Lea Catchment Partnerships, as well as collaboratively devising and coordinating citizen science initiatives with an initial focus on the River Beane. The postholder will also work alongside the River Catchment Coordinator to drive forward our Living Rivers programme by raising awareness of Hertfordshire's chalk rivers and delivering community-based river restoration projects.</p> <p>The postholder is expected to support and embrace a positive team culture, and to uphold the Trust's values and expected behaviours at all times. They should act as a positive role model for staff, volunteers and external stakeholders through a professional, collaborative and engaging approach.</p> <p>This role is hosted by Herts and Middlesex Wildlife Trust and funded by Thames Water, United Utilities and the Rivers Trust through the Catchment Partnership Support (CaPS) Fund and Catchment Systems Thinking Cooperative (CaSTCo) project.</p>

Main responsibilities

- To support the Trust's role as 'Catchment Host' for the River Lea Catchment by organising and administering the meetings of the catchment partnerships.
- To manage the River Lea Catchment Partnership website - <http://www.riverleacatchment.org.uk/> updating it and developing its content, in liaison with catchment partners and stakeholders.
- To oversee the River Lea Catchment Partnership website upgrade, managing external contractors and coordinating input from partners.

- To collaboratively develop and co-ordinate citizen science initiatives which contribute to the conservation, restoration and monitoring of Hertfordshire's chalk rivers, with an initial focus on the River Beane.
- To represent Herts and Middlesex Wildlife Trust as part of the CaSTCo project by attending national partnership meetings and contributing to the technical steering group, preparing and submitting quarterly reports and hosting the Hertfordshire demonstration project steering group.
- To contribute to the Trust's engagement work relating to chalk rivers such as talks, guided walks, blogs, events and organising the annual Lea Catchment conference.
- To work alongside the River Catchment Coordinator to help deliver Invasive Non-Native Invasive Species control efforts with partners (focusing on Himalayan Balsam and Giant Hogweed), assist delivering community-based river restoration projects and undertake monitoring and evaluation across all project activities to assess project impact.

Other responsibilities

- Carry out all duties with regard to relevant legislation and the Trust's policies and procedures.
- Carry out all other such duties as may from time to time be determined by the Rivers Catchment Coordinator, Conservation Manager, Director of Nature Recovery or 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.

	Essential	Desirable
Personal qualities	<ul style="list-style-type: none"> • A personable and professional approach to others. • Self-motivated and an adaptive learner with a solutions-focussed approach to problem solving. • The ability to work on own initiative as well as working as a member of a close-knit team. 	<ul style="list-style-type: none"> • A commitment to the voluntary/charitable sector.
Experience, knowledge and skills	<ul style="list-style-type: none"> • A good understanding of freshwater habitats and their associated wildlife. • Demonstrable experience of collaborative partnership working, including establishing, developing and supporting diverse partnerships. • Demonstrable experience of recruiting, managing and developing volunteers. • Experience of work programme planning, monitoring and reporting. • Ability to effectively manage multiple demands and prioritise activities. • Excellent communication skills with the ability to adapt for different audiences. • Ability to use IT effectively, including word-processing, spreadsheets etc. 	<ul style="list-style-type: none"> • A formal qualification (degree or similar) in a relevant topic. • Practical experience related to chalk river restoration or environmental monitoring skills, e.g. river sampling, ecological survey. • Experience of managing project budgets. • Experience of developing and coordinating citizen science initiatives. • Understanding and experience of using digital software including GIS, content management systems (for websites), databases (e.g. ThankQ).

Conditions

- A commitment to equal opportunities and to the Trust's values.
- Attendance at the Trust office and at face-to-face meetings as agreed and as required by the role.
- The role may involve occasional weekend or evening work, for example helping with public events, supporter events and promotional activities.
- The role is based in St Albans, but travel to other locations across the area will be required on a regular basis.
- Occasional travel to national meetings and conferences may also be required.
- A full and valid driving licence, access to a vehicle for work and business insurance.

How to apply

First, read through the job description and requirements of the role.

If you have any specific questions relating to the role, or if you are excited by this opportunity but you don't meet every single requirement, then please do get in touch. You might be the person who could have the biggest impact and we are committed to supporting professional development.

Should you need any adjustments to the recruitment process, either at application or interview, please contact us.

You can arrange a call to discuss this role with Sarah Perry, the Trust's River Catchment Coordinator, by emailing sarah.perry@hmwt.org.

When you're ready, complete an application form ensuring you outline how you meet the role's criteria and then send to recruitment@hmwt.org.

The application deadline is **9am on Wednesday 1st March 2023**.

All applicants will be sent a request to complete a voluntary, anonymous equal opportunities form online.

We try to get back to everyone, but this isn't always possible, so if you have not heard from us within a week after the application deadline, unfortunately it will mean that your application was unsuccessful on this occasion. Keep checking back on our jobs page though as we often have new opportunities.

Selection Process

Shortlisted candidates will be invited to attend an interview – this will be in person on **Thursday 16th March 2023**.

An offer of employment made by Herts and Middlesex Wildlife Trust is subject to:

- Satisfactory written references
- A pre-employment medical assessment to ensure we make any necessary adjustments for you and to confirm suitability for the role
- Confirmation of the right to work in the UK
- A satisfactory Disclosure Barring Check

Information from your application will be processed in accordance with the General Data Protection Regulations. Individuals have, on written request, the right of access to personal data held about them. Please see our Applicant Privacy Notice on our website - hertswildlifetrust.org.uk/policies.

Formed in 1964, Herts and Middlesex Wildlife Trust strives to stand up for wildlife and play a leading role in nature's recovery. We are part of the national federation of Wildlife Trusts which cover the whole of the UK and we work closely with our Wildlife Trust colleagues to raise awareness of and deliver landscape-scale conservation.

There is great contrast within Hertfordshire and the four Middlesex boroughs we cover, from urban areas to quiet agricultural landscapes. We have a wide variety of habitats from flower-rich grasslands and ancient woodlands, to our internationally important chalk streams. In our nature reserves and the wider countryside, we have nationally rare species such as water voles and black necked-grebe. Protecting existing places which are important for wildlife and seeking to connect these sites is vital. Our area faces the combined challenges of climate change and biodiversity loss, as well as high levels of new housing and transport infrastructure.

The Trust's Strategy 2030 sets out our vision and goals. We want to see more space for nature and more people standing up for wildlife and taking action. It is also important that nature is recognised as playing a central role in helping to address issues such as climate change and health and wellbeing. An objective shared by all the Wildlife Trusts is to achieve 30% of land managed and protected for wildlife by 2030.

Working at the heart of communities across our area, we are supported by 23,000 members. Over 600 volunteers help our work on nature reserves, biological recording and engagement activities. We run a variety of partnership projects such as Wilder St Albans which aim to inspire the local community and be the catalyst for action. Inspiring people to take action for wildlife through events, communications, project work and advocacy work is core to the Trust and aims to help us to achieve the step change needed to give wildlife and wild spaces a more positive future.

We manage over 40 nature reserves which cover habitats including ancient woodland, lowland meadows, heathland, wetlands and lakes. They are managed to maximise their value for wildlife and to be welcoming places for visitors. We also provide advice to landowners such as schools, golf courses, local authorities and farmers on action they can take for wildlife which is core to seeing the 30 by 30 target achieved; partnership working is fundamental to our work, we cannot achieve nature's recovery on our own.

The Trust hosts the Herts Environmental Records Centre and in 2020 we published the Herts State of Nature report. This analysed changes to species and habitats over the last 50 years and identified priorities for conservation action in our area. This research underpins the work of the Trust and we use it to inform the work of others, such as the upcoming Local Nature Recovery Strategy.

The Records Centre plays a key role in inspiring people to record and share their wildlife sightings, which is used to inform our conservation priorities. Our planning advisors alongside the Records Centre play a vital role in informing the planning agenda, commenting on planning applications, local plans and major infrastructure to ensure that the ecological implications of new housing and infrastructure proposals are fully considered. We are playing a leading role in advising local authorities to understand and implement biodiversity net gain.

The Trust is one of 46 local Wildlife Trusts across the UK, supported by over 800,000 members and managing 2,300 nature reserves across the UK. Together the Wildlife Trusts lobby for better protection of wildlife and wild places and are dedicated to nature's recovery.

To find out more about our work, please visit our website hertswildlifetrust.org.uk

To view the Wildlife Trusts national website visit wildlifetrusts.org

Our strategy

We believe that wildlife should be able to thrive alongside our everyday lives and that everyone benefits from having access to nature. If we work together as a community, nature will recover and we will create a greener, sustainable and wilder future.

This is a pivotal time and we must all take action for wildlife before it is too late. Based on the findings of the Trust's seminal report *Hertfordshire State of Nature*, published in 2020, we have created a strategy for nature's recovery across Hertfordshire and Middlesex, underpinned by three goals:

- More land in Hertfordshire and Middlesex is managed and protected for nature
- More people are standing up for wildlife and taking action for nature's recovery
- Nature plays a central and valued role in helping to address climate issues and people's health and wellbeing

Our values

We are passionate about standing up for wildlife and offer leadership in wildlife conservation in Herts & Middlesex. We do this by being:

- Driven to inspire and support others to take action for wildlife
- Forward looking with ambition and innovation
- Collaborative and partnership minded
- Delivery and solution focused
- Lead by science

Our culture

We are a welcoming organisation which encourages professionalism and consideration of others. We expect all our team members to strive to be:

- A positive member of the team
- Open to new ideas and ways of working
- Aware of self and others
- A great representative of the Trust
- Demonstrate good organisation and planning
- Strive to communicate well
- Demonstrate trust and integrity

A positive employer

The Trust strives to be a positive employer supporting our staff through flexible and hybrid working, and training and development. We recognise the importance of our staff team and looking after their health and wellbeing. Our values and expected behaviours reflect the culture which the Trust seeks to maintain to ensure productive, efficient, effective and pleasant workplaces and roles.

Location

The Trust's offices are in St. Albans, though the Trust may require you to work at any other Trust office within a 25-mile radius.

Contract

The post is offered on a 2 year, fixed-term basis. Annual performance appraisals take place.

Probationary period

A probationary period of 6 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 year (rising to 25 days after one year and rising to 28 days after 4 years completed service with the Trust), plus statutory bank holidays per year. Pro-rated where applicable.

Pension

All eligible employees are automatically enrolled into the Trust's Group Personal Pension Scheme through salary sacrifice. The Trust contributes 7% of an employee's salary; employees are required to contribute 1% of their salary. Employees are able to opt-out of the pension scheme if they wish.

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 business. Travel expenses are paid as outlined in the Employee Handbook.

Employee Handbook

Herts & Middlesex Wildlife Trust's policies and procedures are set out in the Employee Handbook and accompanying policy documents, and these are available on appointment.

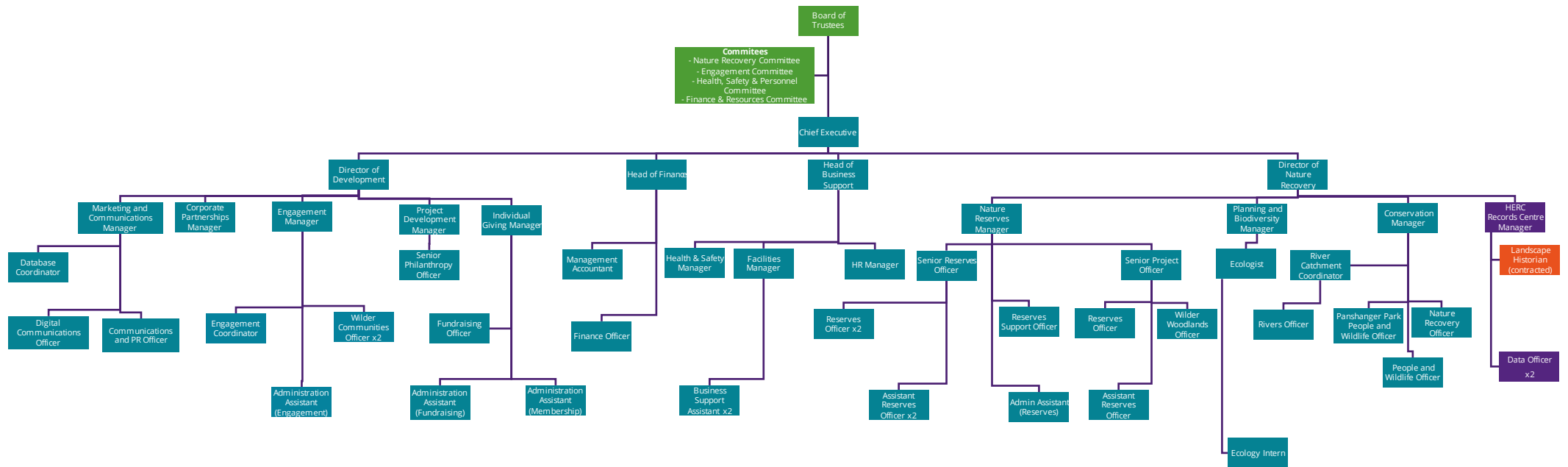
8 Staff and governance structure

Key

Herts Environmental Records Centre

Contractors

Volunteers



Please note that a number of these roles are new and are being recruited for over the next few months



**Herts &
Middlesex**
Wildlife Trust



“We have the choice of a better – and wilder – future. A future where wildlife thrives alongside people. A future where nature helps us in the fight against climate change.

The time is now to create a wilder future.”

Sir David Attenborough
President Emeritus, The Wildlife
Trusts