



Role Description

Job Title	Assistant Project Officer
Reports To	Project Manager
Responsible for	N/A
Team	Dodham Brook Restoration (Phase 3)
Role Purpose	To assist the Project Officer to implement the delivery of the above project. Duties will include the delivering of implementation works to rehabilitate the Dodham Brook Channel. A diverse range of tasks are included within the role such as ecological surveys, design and implementation of habitat focused interventions, monitoring activities and community/stakeholder engagement activities where relevant. The role offers a rare opportunity to gain experience in works focused on natural and engineered water environments, including river restoration, aquatic habitat creation/enhancement and catchment scale interventions.
Availability	Part Time: 15 hours per week. Fixed Term Contract to 31/03/2023
Salary	£17290 (pro rata)
Working Relationships	Internal: All trustees, staff and volunteers
	External: The general public, community groups, SSDC (landowner and joint grantee), businesses, schools, charities, Local Authorities, Somerset Catchment Partnership and the Environment Agency

Role Description – Key Responsibilities and Tasks include:

- Assist in carrying out a range of surveys and monitoring activities including ecology and hydrology surveys as required:
 - Preliminary Ecological Appraisals
 - Phase 1 Habitat Surveys
 - Protected species surveys, e.g. water vole surveys
 - Specialist surveys, e.g. botany, bird and aquatic invertebrate
 - Hydrology surveys – including obtaining river/stream channel data
 - Water Quality monitoring (direct measurement and through biotic assessment)
 - Flood Risk Assessment – collecting data for evaluating level of risk
- Undertake desk top analysis and evaluation of data obtained as required
- Assist in delivering engagement activities, e.g. general public activity events, school activities, and specific project related activities as required
- Assist the trust to develop working relations and partnerships with a diverse range of organisations and businesses to recruit volunteers and promote the water environment and the multiple benefits it delivers to people and wildlife. Liaise with the SSDC representative on the project delivery panel
- Assist the project officer to deliver project related tasks including the implementation of practical works, habitat management and other restoration/enhancement activities
- Assist in the delivery of a robust, evidence based monitoring and evaluation programme to measure the effectiveness of project actions and quantify the benefits of projects to aquatic habitats/blue infrastructure, e.g. for providing ecosystem services benefits
- Assist the project officer in maintaining enhancements/implemented measures where this forms part of the monitoring regime
- Undertake training/CPD as required



<p>General</p> <ul style="list-style-type: none"> • The post holder is required to follow and comply with all policies and procedures of the Trust which includes the Trust's Health and Safety procedures in the workplace, ensuring personal safety and the safeguarding of the interests and safety of all staff, trainees, visitors, and others at the Trust. • To uphold the working values, expectations and objects of the Yeovil Rivers Community Trust
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<p>PERSON SPECIFICATION</p> <p>Qualifications: minimum 'A' Level, relevant qualifications preferred above A Level or studying towards a relevant qualification</p> <p>Experience: Some previous experience of environmental surveys/monitoring activities and rehabilitation of aquatic habitats would be very helpful but is not essential. A keen interest in the environment and aquatic habitats in particular is highly desirable. The role would suit individuals in the early stages of their career, or those newly entering the environmental sector and wishing to gain practical experience in a diverse range of activities. Skills and attributes which would be suitable for the role include:</p>

<p>Skills</p>	<p>Basic knowledge of aquatic habitats and species recognition and/or knowledge of environmental hydrology</p> <p>Ability to follow survey guidelines and undertake monitoring, under supervision, with due regard to health and safety and biological hazard control protocols</p> <p>Carrying out practical conservation, habitat creation and land management tasks safely with minimal supervision</p> <p>Good administrative, communication (written and verbal), report writing, and IT skills</p> <p>Excellent self-motivation, initiative, time management and organisation skills</p> <p>Ability to analyse and interpret data</p>
<p>Attributes</p>	<p>Physically fit</p> <p>Good inter-personal skills</p> <p>Ability to keep information confidential</p> <p>Excellent self-motivation, initiative and organisation skills and the ability to work remotely (desktop study and design work) with limited supervision</p> <p>Responsible, team oriented and flexible approach to work</p>