**Natural Flood Management Project Officer,**

**A Project run by the River Thame Conservation Trust (RTCT), in Partnership with The Upper & Bedford Ouse Catchment Partnership (U&BOCP) - (Buckingham Area)**

# **Job Specification**

## Roles and Responsibilities

* Create and agree a detailed 3-year project plan.
* Work towards achievement of project milestones and an agreed plan of delivery works.
* Identify where to locate different types of NFM measures to work towards an overall reduction in flood risk in Buckingham.
* Where appropriate, undertake or commission spatial and/or flood modelling to inform where to locate NFM measures and what impact they may have on reducing flood risk.
* Engage and work with partners, landowners and communities to co-design NFM measures ensuring good buy-in to delivery.
* Build strong relationships with partners and communities in the Upper Ouse catchment. above and in Buckingham to facilitate successful and effective implementation of NFM.
* Liaise with and ensure work contributes to Bucks CC (the Lead Local Flood Authority) objectives.
* Be responsible for gaining landowner and other permissions to deliver NFM work on the ground.
* Work with partners to coordinate and maximize the additional benefits gained from delivering NFM interventions, e.g. enhanced biodiversity and wildlife value.
* Work with contractors, partners, landowners and the community to oversee the delivery of NFM interventions on the ground.
* Design and implement monitoring schemes to determine and record the effectiveness of the NFM measures and the multiple benefits that may arise.

## Project Management and Reporting

* To liaise with and report on day to day activities to the RTCT Project Manager and CEO.
* Be responsible for reporting on project activities and finances to the RTCT project manager and/or Project sponsors.
* Represent the project and RTCT and prepare and deliver reports for, and participate in, the Upper Ouse Catchment Partnership meetings.
* Contribute to, and lead on where appropriate, fundraising for delivering further NFM work, e.g. assisting the Environment Agency with their internal business case.
* Deliver the River Thame Conservation Trust’s aims and targets for the project and implement good budget and project management.

Write and submit articles for relevant Website, social media and newsletters including the RTCT website and newsletters.

# Person Specification

## Knowledge and Experience

**Essential**

* Educated to at least degree level in a relevant subject or equivalent relevant work experience in the aquatic environment sector.
* Experience of surveying rivers and their catchment areas.
* Good understanding of the causes of flooding and what can be done to reduce and mitigate their impact.
* A good level of knowledge of NFM techniques and how to design them to reduce flood risk.
* A good understanding of the responsibilities of different authorities relating to flood risk and NFM.

**Desirable**

* At least two years of experience of designing and/or delivering flood risk management projects.
* Experience of working with flood affected communities.
* Experience of working with natural processes for environmental outcomes on the ground.
* A good level of knowledge of flood modelling and the modelling techniques appropriate for NFM.
* An understanding of how land management programmes and funding streams can be used to enable delivery of NFM measures (e.g. agri-environment schemes).

## Skills/Understanding

**Essential**

* Demonstrable experience of project management – being able to deliver quality projects within timescale and to budget to meet objectives.
* Experience of working in partnership with a range of organisations, e.g. government agencies, local authorities, interest groups etc.
* Direct experience of communicating with and engaging stakeholders across different types of organisations and communities.
* Understanding of good record keeping and how to fulfil funders’ requirements.
* Experience of managing contractors and consultants on practical projects.

**Desirable**

* A good working knowledge of GIS (e.g. ArcGIS).
* A good level of knowledge of flood modelling and the techniques appropriate for NFM.
* A good understanding of the challenges of working in the NGO sector and/or a small organisation.
* Experience of coordinating meetings.

## Other Skills

**Essential**

* Excellent written and verbal communications skills and ability to use social media.
* Good IT skills – proficient in MS Office, e mail, social media.
* Physically able to meet demands of carrying site surveys and work outdoors in rough terrain or waterways.
* Ability to work occasional evenings and weekends if required.
* Full current UK Driving license and use of own car.
* A self-starter and able to work unsupervised.
* Excellent organisational skills and able to set yourself and meet deadlines.
* Proven ability to work in a team with a range of partners.
* Excellent communication skills.
* Genuine enthusiasm, upbeat and passionate about delivering healthy river ecosystems by working with nature.