



Responsible to:	Water for Wildlife Project Manager
Located at:	Dean Bradley House, 52 Horseferry Road, London SW1P 2AF
Responsible for:	Delivery of the Water for Wildlife work plan
Staff Management:	Project volunteers, contractors, sessional workers
Report to Oversight Committees:	London Wildlife Trust conservation team

Overview of the Role:

The post-holder will deliver aspects of London Wildlife Trust's Water for Wildlife programme in line with the project work plan. The Project Officer will be responsible for retaining and managing local volunteers, and will help to deliver a coordinated volunteer training programme that will train at least 25 volunteers in surveying and monitoring freshwater habitats, with a particular focus on Odonata (dragonflies). The Project Officer will particularly focus on production of dragonfly guide publication. They will also serve to maintain the Trust's profile by developing and maintaining working relationship with partners and relevant organisations in north London.

The Project Officer will also promote citizen science initiatives to a wider public audience. They will ensure that the Water for Wildlife project will help deliver the London BAP, catchment plan, and the Trust's targets for aquatic habitats, and associated priority species. They will contribute to project research, evaluation and to project reports.

Duties and Responsibilities

- To carry out duties in line with the project, dealing with funders, external stakeholders and relevant Trust staff to ensure that the project are delivered in a timely manner in line within allocated budget;
- To assist with maintenance and repair of tools and equipment associated with the project;
- To develop materials and methods for the promotion of the project through social media, newsletters and other relevant media in line with the Trust's branding guidelines for project stakeholders and referral agencies; Work with stakeholders to deliver regular engagement activities including (but not limited to) guided walks, citizen science surveys, events, and volunteering;
- Prepare for and participate in relevant local events to raise awareness locally of the project and the Trust;
- Liaise with the local communities via interaction with visitors, reservoir user groups, residents associations, other community groups and local schools and provide a first point of contact for these groups on issues relating to biodiversity and responsible access;
- Liaise with local authorities, NGOs, and other local partners, building positive and collaborative working relationships ensuring that all SLAs are met with;
- To undertake other duties from time to time as requested by their line manager.

Specific Duties

1. Project Management, Delivery and reporting

- To deliver the Water for Wildlife programme focused at Odonata surveys, data analysis and production of the dragonfly guide) by ensuring that all project work is completed on time as described in the work plan.
- To attend and contribute to quarterly project meetings with the Water for Wildlife team and key volunteers.
- To monitor and evaluate impact of project using monitoring tools provided, and contribute to the production of an annual evaluation report for the project.

2. Volunteer Management and Training

- To act as a contact and support for volunteers recruited to Water for Wildlife activities;
- To assist with delivery of volunteer training programme that will train volunteers in surveying and monitoring of freshwater habitats, with a particular focus on Odonata;
- To facilitate the volunteers to consistently monitor London's Odonata and other key aquatic species, within an agreed framework;
- To ensure that volunteers are managed in a consistent way in line with the Trust's volunteering policies and Skipper database, and procedures and within volunteering best practise.

3. Survey, recording and monitoring

- To promote a web-based citizen science monitoring programme liaising with the Project Manager and the Trust's communications team;
- To contribute to the end of project launch event of a new London Odonata guide;
- To contribute towards invasive aquatic species control targets (e.g. floating pennywort, Himalayan balsam, quagga mussel, Chinese mitten crab,) within the project, in priority areas as required;
- To ensure regular submissions (to GiGL and other relevant project partners) of high-quality species and habitat data pertaining to 'Water for Wildlife' projects.

4. Dragonfly Guide

- To liaise with relevant organisations and individuals to obtain dragonfly distribution data;
- To carry out dragonfly surveys in north London;
- To produce content for the dragonfly guide publication, and assist with other aspects of the publication production;
- To assist with the organisation and delivery of promotional activities (including events).

5. Stakeholders and Partnership

- To liaise and develop relationships with relevant local partners (e.g. landowners, recorders, 'Friends of' groups and community associations)
- To represent the Trust on relevant local partnerships and fora, and maximise the Trust's contribution to the associated BAP and Water Framework Directive targets.
- To promote and publicise the project and any other Trust Living Landscape programmes of work where specific freshwater expertise is required.

Other areas of responsibility:

- a) Promotion of the Trust: To work at all times to further the aims of the Trust including promotion of Trust membership. To encourage donations and to assist in and promote related events and campaigns where appropriate. Ensure The Trust's policies and procedures are adhered to at all times.
- b) Health and Safety: All staff are legally responsible for ensuring Health and Safety considerations are taken into account in all working situations, therefore it is important to ensure that all working practices adhere to London Wildlife Trust's health and safety and compliance policies and procedures; Staff are encouraged to make reports or suggestions on any matters of concern.
- c) Equal opportunities: To work at all times within the Trust's Equal Opportunities Policy and to promote equal opportunities wherever possible especially with regard to volunteer and membership recruitment.
- d) All staff may, on occasion, contribute to the work of London Wildlife Trust's trading arm – London Wildlife Limited
- e) Adhere to the policies and plans of the Trust and be a responsible representative of the team and the Trust to external stakeholders, groups, individuals and funding bodies.

Terms and Conditions

Salary:	£24,293 - £25,305 per annum relevant to skills and experience
Hours of work:	5 days a week 9.30 am - 5.30pm, including one hour for lunch. This time also includes some weekend, morning and evening working for which time off in lieu is given.
Holidays:	25 days per annum plus statutory holidays pro rata
Tenure:	Fixed term until 31 March 2020
Sick pay:	Employees are eligible for company sick pay after successful completion of probation, if they follow the correct procedure. Employees may still qualify for Statutory Sick Pay.
Pension:	Eligible employees will be auto-enrolled into the company pension scheme. Further details on auto-enrolment can be obtained from this website https://www.gov.uk/workplace-pensions . The LWT Pension contribution framework is 3% employer and 5% employee. Even if you are not eligible, you can still join the scheme, but the Trust may not have to make any employer contributions. Further details will be provided on joining the Trust.
Employee Assistance Programme:	All employees have access to a free and confidential information, support and counselling service available 24 hours a day, 365 days a year
Childcare Voucher Scheme :	The Trust operates a salary sacrifice scheme

London Wildlife Trust

Water for Wildlife Project Officer

Job Description and Person Specification



The following experience, skills and aptitudes are those that we are looking for in candidates for the post of Conservation Officer. Those listed as 'Essential' are those that the candidates must have. Candidates who fail to meet these criteria will not be short-listed. 'Desirable' skills and experience are those that it would be advantageous to have, although it is not essential. Lone working is a regular feature of this role. A DBS (formerly CRB) check is (/not) required for this role.

Essential	Assessed at	Desirable	Assessed at
Practical experience of carrying out aquatic surveys for one or more of the following: Odonata, aquatic invertebrates or invasive aquatic macrophytes	Application/ Interview	Relevant qualification in nature conservation or environment	Application/ Interview
A broad knowledge of aquatic ecology and the conservation requirements of key habitats and species in London.	Application/ Interview	An in-depth knowledge of the ecology and habitat requirements of one or more of the following taxa : aquatic invertebrates, macrophytes,	Application
Experience of biological data collation and computerised data management	Application/ Interview	Understanding of the principles of landscape-level conservation	Interview
An understanding of the key legislation and policy guidance in respect of aquatic conservation and water management	Application/ Interview	Familiarity with one or more of the London catchments e.g. Brent, Colne, Crane, Lee, Roding	Application
Experience of partnership working with a wide range of organisations including record centres, statutory agencies, local authorities and voluntary bodies	Application/ Interview	Experience of Environment Agency consenting regulations and other permissions	Application
Good written and verbal communication skills (ideally with experience of relating to people from a range of different backgrounds and ethnicities)	Application/ Test	Experience of delivering and implementing a volunteer training programme	Application
Excellent administration , organisational and time management skills (including proven ability to work to deadlines) including IT/office skills (Windows MS Word, Outlook and Excel)	Interview	Practical experience of urban wildlife conservation , including delivery of aquatic habitat restoration and management	Application
Experience of promoting /or implementing citizen science projects	Interview	Experience of supervising contractors	Application
Experience of collecting data to contribute to evaluation reports	Application	Experience of organising events	Application
Experience of managing volunteers	Application/ Interview	Hold a current UK driving licence	Application
Commitment to working in accordance with London Wildlife Trust's equal opportunity, health and safety, safeguarding and lone working policies.	Application/ Interview		