Somerset Catchment Partnership Co-ordinator

Job Description

Part-time (3 days a week), two-year contract position. Working from FWAG South West's Wellington Office.

Reporting to: Ann Langdon, FWAG SW and SCP Chairman

Overview

The Somerset Catchment Partnership (SCP) comprises a range of organisations dedicated to working together to improve the water environment and provide wider benefits for people and the environment at a catchment scale and is part of the Catchment Based Approach (CaBA).

This is a partnership approach aims to encourage and facilitate collaboration and synergy between the organisations involved. The Partnership Co-ordinator would be hosted by FWAG SW and would facilitate and co-ordinate the activities of the Somerset Catchment Partnership (SCP). The role is funded by Defra’s CaBA partnership hosting fund and Wessex Water.

This is an exciting role working across many different organisations from the strategic to the delivery level and the post will suit a pro-active individual with a relevant background, who is keen to develop a career in environmental management and partnership working. Local knowledge of the catchments would be advantageous but not essential.

Main Purpose of the Job

To work with the Partnership Hosts, Partnership Chair and Members of the SCP to build up sustainable relationship, collate and share information for informed decisions, assist in the development of a Catchment Action Plan/Strategies and to oversee the implementation of projects which deliver positive benefits for Somerset’s water environment and biodiversity.

Key Responsibilities

- Ensure the smooth running of the Catchment Partnership; organising meetings and reporting on decisions and actions. Drafting proposals for the Steering Group to develop further the Catchment Partnerships aims and objectives.
- Develop and maintain close working relationships with the SCP partners to promote communication and collaboration, providing a point of contact for information exchange about stakeholder work
- Work with the Partnership Chair, Somerset Rivers Authority Senior Officers and EA Catchment Co-ordinator to review progress, outcomes and plans for future meetings and events
- Identify, record and map the key environmental and water issues and partner’s projects making it available to partner organisations in a suitable format
- Identify opportunities for partnership delivery with environmental, social and economic benefits
- Agree the priority actions that are required to help deliver projects to improve the water-based issues in the catchment and develop an action plan or catchment strategies on behalf of the partners.
- Work with partners to identify and draw up partnership project plans and business cases for future funding applications and identify new funding opportunities
- Develop a communication plan and provide information to ensure the Partnership webpages are up to date (on FWAG SW website and CaBA) and to publish a concise
annual review of the Partnership’s activities and Action Plans/Catchment Strategies’ review findings.

- Maintain the governance document and other partnership documents updated (Terms of Reference, Action Plan, Catchment Strategies, Mapping collation report)
- Oversee the delivery of Action Plans and/or Catchment Strategies and review their progress during delivery and at the finish.
- Drafting funding applications to support partnership projects along with essential agreement and other administrative documents for partners to work together
- Manage the Somerset Catchment Grant Scheme when funding is made available to the Catchment Partnership.
- Publicise the projects, its partner organisations, and its achievements; through newsletters, social media and attending and administering events to promote the work of the SCP
- To represent the SCP where appropriate at local and regional events
- Liaise with CaBA National Team to collect and disseminate useful information.

Person specification:

- [Essential] At least Bsc Environmental Management Science plus experience of resource protection and catchment issues
- [Essential] Demonstrating good teamwork or strong interpersonal skills, transparency and impartiality
- [Essential] Understanding of environmental issues including climate change, flooding & drought, water level management, pollution, farming and wildlife
- [Essential] Good presentation skills (written and verbal) and ability to communicate effectively with a wide range of people
- [Essential] IT skills – Microsoft Access, Excel, Word, PowerPoint, Sharepoint, OneDrive, Yammer
- [Desirable] GIS skills: ArcGIS or QGIS, ArcGIS online, Storymaps
- [Desirable] Knowledge of environmental legislation, schemes and projects, and funding opportunities
- [Desirable] Knowledge of the Somerset catchments, organisations and dynamics
- [Desirable] A clean driving licence as this role involves occasional travels to remote locations

Terms and conditions of employment:

Salary and contract, employed by FWAG SW as Somerset Catchment Partnership Hosts

- 3 days per week
- Salary £25,000 - £28,000 (FTE)
- Two-year fixed contract
- One month notice period
- Six months' probationary period
- Includes occasional evening and weekend work with time off in-lieu

Travel expenses

- Must hold a current full driving licence and provide own car
- Business miles may be reclaimed at 45p for the first 7,000 miles in any one year and 25p per mile thereafter
- Bike mileage can be claimed at 20p per mile

Holiday

- 23-25 days per annum (FTE)
- 8 days public holidays (FTE)
Other benefits
Company pension after 3 months (Employer Contribution 4%, Employee Contribution 4%)
Membership subscription of professional bodies and on-going training suited to the post and agreed with line manager will be provided

Office location
The post will cover Somerset with an office base in Wellington with possibilities to work from home on a regular basis.

Procedure for application

Please email Emilie.graille@fwagsw.org.uk if you wish to arrange to speak to someone regarding any enquiries you have about the post.

Closing date for applications: 27th September 2019 (1800hrs BST)

Interview date: week beginning 7th October 2019

Please complete the application form in full and post or email to:

FWAG SouthWest
Hawkridge House
Summerfield Way
Chelston Business Park
Wellington
TA21 8YA
Email: gary.rumbold@fwagsw.org.uk Applications via email are encouraged.

Receipt of applications will be acknowledged by email only.

Further information
The Somerset Catchment Partnership is a voluntary, non-statutory body and is unincorporated and not a legal entity. The SCP is hosted by FWAG SW.

Farming and Wildlife Advisory Group South West Limited (FWAG SouthWest) is a registered charity which offers advice to farmers and landowners on the integration of commercial farming practices with environmental management. For more information visit www.fwagsw.org.uk