



Assistant River Cray Project Officer

Salary £21,000 per annum (pro rata)

Part time – 3 days per week (21hrs)

Contract length – fixed term until 31st March 2016

Thames21 is the voice for London's waterways, working with communities to improve rivers and canals for people and wildlife. Engaging with people and educating them on environmental problems and solutions is vital for sustainable improvements; it provides an opportunity to change attitudes and encourage positive behaviour.

Thames21 is a vibrant and growing organisation employing 28 staff, with projects that are located across Greater London as well as offices in Central and East London. There is an opportunity for you to join our small yet dynamic charity.

We require an enthusiastic and committed individual to support the Cray Project Officer with delivery of Thames21 activities within the Cray Catchment in the London Borough of Bexley. Particular emphasis will be on the Thames Road Wetland Enhancement & Engagement Project and to bring together stakeholders at local level to develop and deliver this and other projects working as a team with Thames21 Staff, volunteers and other partner groups. Thames21 have worked on this catchment since 2003 and due to the expanding project require an additional Thames21 team member to continue to deliver a strong, sustainable and increasingly healthy River Cray.

Thames21 works with local groups and organisations to develop the Cray & Shuttle Catchment Improvement Groups and deliver the Catchment Plan.

Your main objectives will be to:

- Support the Thames Road Wetland Enhancement & Engagement Project working with the Volunteer Wetland Manager and Thames21 Project Officer
- Development of an educational engagement programme for local schools and youth groups.
- Delivery of work sessions in support of the programme.
- Community engagement

Applicants should have:

- Knowledge of the Water Framework Directive and its objectives
- Familiarity with the River Cray Catchment and its surrounding area
- Demonstrable knowledge and experience of working with communities, groups and stakeholders
- Experience of preparing and reporting outputs
- A basic knowledge of fundraising
- An ability to engage and enthuse a wide range of supporters
- Good verbal communication and confident IT skills
- Full UK driving licence or legally entitled to drive in the UK
- Ability to rapidly assimilate and retain up-to-date knowledge of catchment issues and concerns.

In return we offer:

- 25 days annual leave(Pro rata) ; in addition the Thames21 office is closed between Christmas and New Year
- Flexi-time working and TOIL system
- Interest free season ticket loan or bike loan
- Childcare voucher scheme
- Mobile phone for company use

Closing date for completed application forms Friday 23rd October 2015

Completed applications should be sent by email to: adrian.spalding@thames21.org.uk

Please note that we do not accept CV's



Job Description

Job Title: Assistant River Cray Project Officer

Salary: £21,000 per annum pro rata , 21 hours per week (3days)

Contract length: until 31st march 2016

Location: Home-based working in and around the Cray Catchment

Responsible to: River Cray Project Officer

Purpose of the job

To deliver additional Thames21 staff support to the River Cray Project with particular focus on the Thames Road Wetland Project, Including activities to achieve the wider Bexley targets as set out in the Thames21 London Borough of Bexley Service Level Agreement 2015-16

Thames21 work in partnership with local groups and organisations in support of the 'Catchment Based Approach' to river habitat and water quality improvement. The organisation is a key member of the Cray and Shuttle Catchment Improvement Group. Thames21 continue to engage with local communities to enable people to understand and volunteer to protect their local rivers.

Main duties and responsibilities

- Support the Thames Road Wetland Enhancement & Engagement Project working with: Thames21 Project Officer and Volunteer Thames Road Wetland Manager
- Strengthen the links and relationships between local schools, youth groups and communities with the Thames Road Wetland Enhancement & Engagement Project through on site educational activities.
- Deliver supervised practical activities at the Thames Road Wetland and other catchment initiatives that engage local schools with their local waterway and provide opportunities to learn about environmental issues, citizenship and community responsibility.
- Work closely with stakeholders and partners of the Bexley based projects and maintain regular contact to engage and encourage efficient working partnerships.
- Increase the practical skills of the local community, enabling them to protect and maintain their waterways
- Liaise with London Borough of Bexley and work collaboratively with other partners in the catchment.
- To engage with local communities to enable people to understand and volunteer to protect their local rivers
- Improve access to the Wetland and River Corridor through physical change and improve and increase the physical facilities to make for a better experience for the visiting public
- Contribute to identifying fundraising opportunities in the catchment and consider ways in which to develop new projects in support of Thames21 and Water Framework Directives.
- Assist as directed with the Thames21 Co Host role of the Thamesmead & Marsh Dykes Catchment Improvement Group. This group is co-hosted by Thames21 and London Wildlife Trust.
- Undertake general Thames21 duties within the Catchment as directed by the Project Officer and elsewhere for Thames21.

This job description cannot cover every issue or task that may arise within the post at various times and the post-holder will be expected to carry out other duties from time to time which are broadly consistent with those in this document.

As part of your personal development and sharing experiences across Thames21, you will spend four days a year working alongside other Thames21 colleagues in addition to working or attending Thames21 general events'

Person Specification

It is essential that in your application you give evidence or examples of your proven experience in each of the following criteria including the competencies.

Qualification, development & knowledge:	Essential	Desirable	Assessed by
Knowledge of the Water Framework Directive and its objectives	√		Application & Interview
Familiarity with the Cray Catchment and its surrounding area	√		Application & Interview
Demonstrable knowledge and experience of working with communities, groups and stakeholders	√		Application & interview
Knowledge and experience of working with local authorities		√	Application & interview
A good knowledge of water and local environmental quality issues	√		Application & interview
Demonstrable knowledge, understanding and experience of environmental enhancement projects including design, implementation and community involvement		√	Application & interview
Experience of:			
Experience of preparing and recording project outputs		√	Application & Interview
Negotiating and implementing successful partnership activities	√		Application & Interview
A basic knowledge of fundraising and project development		√	Application & Interview
Working with a broad range of partners such as officers from statutory organisations, local government, the voluntary and private sectors	√		Application & interview
Skills and competencies:			
Competence with MS Word & Excel and use of IT for communication and data analysis		√	Application
An ability to engage and enthuse a wide range of supporters	√		Application
Ability to make formal presentations	√		Application & Interview
Full UK Driving licence or equivalent	√		Application
Ability to produce clear written reports	√		Application
An ability to engage and enthuse a wide range of supporters	√		Application & Interview
Ability to rapidly assimilate and retain up-to-date knowledge of catchment issues and concerns		√	Application & Interview

ADDITIONAL INFORMATION

- The postholder must be willing to travel sensibly throughout London.
- The postholder must be willing to work in the evening and at weekends
- 25 days annual leave (Pro Rata); in addition the Thames21 office is closed between Christmas and New Year
- Flexi-time working and TOIL system
- Interest free season ticket loan or bike loan
- Non stakeholder Pension provision
- Mobile phone for company use

Closing date for completed application forms Friday 23rd October 2015

Completed applications should be sent by email to: adrian.spalding@thames21.org.uk

Please note that we do not accept CV's