



RIVER
STEWARDSHIP
COMPANY



Riverlution®
By RSC

Riverlution Officer Candidate Pack

Summary of terms

Job Title:	Riverlution Officer
Salary:	£25,000 - 28,000 pro-rata, dependent on experience
Hours:	3 days/25.5 hours per week (8.5 hrs/day). Potential for overtime and a full-time post, subject to progression and funding.
Duration of post:	Permanent
Location:	Our region's watercourses, our office and working from home, where appropriate
Annual Leave:	34 days including bank holidays (pro-rata)
Other benefits:	Pension - 7% of gross income contribution by the company; health-care scheme - through Westfield Health; contractual sick pay
Closing date:	21/05/21 - 9am

Application process

The application pack contains the job description, person specification, and terms of the post. Applicants wishing to apply for the post must complete the application form (available to download from our website <https://the-rsc.co.uk/work-for-us>) and submit to info@the-rsc.co.uk by the deadline.

Shortlisted candidates will be notified on 21/05/21. Interview dates will be confirmed at this stage but are likely to be in the week commencing 24/05/21.

For an informal discussion about the post, please contact Karen Eynon on Tel 07887 747784 or karen.eynon@the-rsc.co.uk

Background

Our vision is of **better waterways for people, places and wildlife**. We deliver this through a portfolio of commercial waterway maintenance and enhancement projects, as well as a programme of community engagement and social impact activity designed to inspire, support and connect local communities. We call this programme 'Riverlution'.



Purpose of the job

Are you inspired by waterways? Can you inspire others?

We are seeking an enthusiastic, personable and engaged individual to further develop and deliver our Riverlution programme of activities and events; inspiring and connecting others through our waterways.

The role will primarily comprise of designing and delivering our programme of community engagement activities. This will include desk-based project administration and project management tasks as well as coordinating and delivering the practical elements of the programme. A large part of our Riverlution programme is made up of practical volunteer days, which are a fantastic way to engage local people and provide outcomes around health and wellbeing and employment and skills. Working with and linking into local groups and wider programmes where we can, we also deliver training and development, citizen science, festivals and other events.

The role will also include an element of development; working with the Senior Leadership Team to seek further funding and further develop the quality and reach of the Riverlution programme and brand through close working with a variety of stakeholders.

The post holder will be responsible to the Business Development and Partnerships Manager and work closely and collaboratively with the commercial delivery team, community groups, volunteers and other stakeholders such as Catchment Partnerships and other delivery partners.

Specific duties and responsibilities

- **Volunteer days.** Plan and deliver a regular programme of practical conservation volunteer days at riverside locations in South and West Yorkshire (and other locations, as required). Includes identifying suitable session locations; liaising with relevant landowners; writing risk assessments/session plans; promoting, supervising and reporting on the sessions.
- **Volunteers.** Maintain our volunteer contact database; communicate with volunteers (primarily through MailChimp); recruit and induct new volunteers and groups wishing to volunteer.
- **Other engagement activities.** In addition to volunteer days, design and deliver a suite of other engagement activities, such as: citizen science programmes; training and development programmes (around employment and skills); family activities; festivals and events (and anything else to help inspire, support and connect communities!).
- **Partner and stakeholder engagement.** Maintain contact with and actively engage organisations, community groups, Friends of groups, schools and residents through the Riverlution programme. This will include maintaining excellent relationships with key audiences through our involvement in events, Catchment Partnerships and other networks, as well as maintaining a strong digital presence through social media.
- **Project administration and management.** Assisting the relevant Project Manager, carry out project administration, planning and development activities for the projects that you are working on.



- **Monitoring and evaluation.** Assist in the collection and reporting of social impact KPI's to demonstrate the nature and scale of our social impact.

Person specification – about you

Skills and Experience (E – Essential, D – Desirable)	Method of Assessment
<p>Candidates should be able to demonstrate:</p> <ul style="list-style-type: none"> • Experience of developing and implementing a varied, multi-activity engagement programme or project (E) • A qualification and/or experience in practical conservation (D) • A proven ability to adapt and develop tasks and activities to meet the specific needs of diverse groups (E) • The ability to supervise, engage and work effectively with individuals and communities of all ages, backgrounds and abilities, including young and vulnerable people (E) • An understanding of the ecology and habitat management requirements of river corridors/catchments (D) • A qualification and/or experience in teaching/environmental education e.g Forest Schools (D) • Experience and understanding of health and safety issues including the production and use of risk assessments (E) • Basic understanding of social impact monitoring and evaluation (D) • Relevant outdoor Health and Safety training (D) • Experience and knowledge of safeguarding issues (D) • Experience of using social media to engage with multiple audiences (D) 	<p>APPLICATION FORM/ INTERVIEW</p>
Personal qualities	Method of assessment
<p>Candidates should exhibit the following:</p> <ul style="list-style-type: none"> • Excellent interpersonal skills and the ability to communicate with people from all backgrounds, age ranges and abilities (E) • The ability to organise and prioritise their own workload (E) • A proactive, ‘can do’ attitude with a willingness to work – and facilitate others to work – in a range of outdoor conditions (E) • An effective and proactive team player; willing to support others to reach shared goals (E) • A commitment to the personal and professional development of 	<p>APPLICATION FORM/ INTERVIEW</p>



yourself and others, particularly volunteers (E)	
Work related circumstances	Method of assessment
Candidates should: <ul style="list-style-type: none">• Be able to drive, hold a full licence and use own transport if necessary (E)• Be prepared to work flexible hours, including working occasional weekends, to suit service delivery (E)• Be prepared to attend training related to the duties of the post and continued professional development (E)	APPLICATION FORM/ INTERVIEW