**JOB DESCRIPTION**

**Post:** Water Environmental Management Traineeship (River Bollin

Catchment)

**Location:** Greater Manchester/Cheshire

**Contract type:**  Fixed term 12 months

**Salary:**  £18,000 per annum and telephone allowance (£20/month)

**Hours:**  Full time - 37.5 hours per week

**Overview:**

Mersey Rivers Trust is the principal environmental charity working to improve the quality of rivers across the Mersey Basin. Our projects range from river restoration and catchment management schemes (such as Natural Flood Management) through to public engagement and communications. Project values range from £20k to over £1m.

This is an excellent opportunity for a young person to gain valuable experience and training in the area of river conservation and environmental management. Working with a dynamic and enthusiastic team the role offers a wide variety of activities which will help to develop communication, planning, teamworking and engagement skills

A Traineeship post open to anyone between the ages of 18 and 25 years old that meets the requisite skills and competency requirements set out below. The post holder will develop on-the-job skills, experience and knowledge in water environmental management in the context of an eNGO / Third Sector organisation, as well as receive external training in a range of relevant national qualifications (including City and Guilds Land Based Services).

The role is for an initial **fixed term period of 12 months** linked to grant funding, but with the potential for the post holder to be subsequently appointed to a substantive full-time Project Manager role dependent on funding and satisfactory personal development against defined competencies for the Project Manager role.

**Training, Learning and Development:**

Full training will be provided by Mersey Rivers Trust staff for the range of activities carried out by the Trust’s Project Managers, including: water quality sampling and analysis; biological kick sampling and analysis; ecological/habitat surveys and reporting; hydrological and geomorphological survey and analysis; fish survey and analysis techniques; GIS applications; grant applications; volunteer co-ordination; partnership and volunteer event co-ordination; social media posting; project management and financial budget control; contractor management; stakeholder engagement.

The post holder will receive formal training delivered by a certified training organisation to achieve recognised City & Guilds Land Based Services qualifications in practical conservation management skills, including invasive species control (herbicide/pesticide use and application) and brushcutting plus other relevant training courses to be agreed with the post holder depending on previous experience and qualifications). Formal certified training will also be provided in first aid for field workers, working safely in or near water, health and safety for field workers and safeguarding.

The post holder will also receive 1 hour per week of career / personal development mentoring from one of the Trust’s Directors plus director/senior staff support towards the end of the fixed term appointment to help seek future employment with relevant organisations appropriate to the post holder’s career aspirations (unless the post holder has been appointed to a new role within the Trust).

**Key Duties:**

The main duties of the role will be to support Mersey Rivers Trust staff in the delivery of its River Bollin/BEACON Partnership environmental enhancement and public engagement projects within the River Bollin catchment (parts of Greater Manchester/Cheshire). This will provide the post-holder with on-the-job training and work experience in all aspects of the Mersey Rivers Trust’s work, from co-ordination of BEACON partnership and volunteer events to water quality sampling and delivery of river restoration projects. The post holder will be supervised by a Project Manager or Senior Project Manager but will be expected to take ownership and lead specific tasks following appropriate training/competence development.

Specific duties will include:

* To undertake informal and formal training as set out in an agreed Training Plan.
* To carry out (under supervision) water quality sampling, biological sampling and other aquatic surveys within the River Bollin catchment.
* Support and lead (under supervision) engagement with the BEACON partnership, local communities and stakeholders as part of project delivery.
* Support and lead (under supervision) the organisation of outdoor public volunteer events (e.g. invasive species control and litter picks) and support the co-ordination of volunteers.
* To support the delivery of environmental enhancement and nature-based solutions projects (e.g. Natural Flood Management schemes, river restoration schemes, Invasive Species control).
* To support the Project Manager and Senior Project Manager in project management and reporting activities, including financial reporting, as well as management of contractors.
* To help promote water environmental messages to the public through presentations, displays, events, social media and general publicity.
* To assist in the development of monitoring and evaluation systems and to document, monitor and evaluate all projects in line with funding requirements.
* To support the preparation of funding bids for the Trust.
* To attend regular internal and external meetings as required, including the BEACON partnership meetings.
* To work in a flexible manner and to undertake any other duties and responsibilities as may be assigned from time to time, which are commensurate with the grade of the job.
* To travel throughout the River Bollin catchment area and occasionally elsewhere in the Mersey River Basin as required.
* To carry out all of the above duties with full regard to the Trust’s Equal Opportunities, Non-Discrimination, Safeguarding, Environmental, Health and Safety policies.

**Candidate Profile**

* GCSEs (or equivalent qualifications) in maths and English is essential. Education to A level (or equivalent qualifications) in relevant subjects or equivalent relevant vocational qualifications is desirable.
* Valid driving licence and own vehicle, insured for business use is essential.
* Competent and confident in the use of email, Excel and Word. Experience in GIS and Powerpoint would be desirable, along with social media (Facebook, Twitter).
* Appreciation of factors involved in working in the environmental sector and a good understanding of rivers and the water environment
* Ability to work flexibly, including some early mornings, some evenings and some weekends/bank holidays.
* Good working knowledge of email and Microsoft Office including Word, Powerpoint and Excel
* Strong verbal communication skills
* Good written communication skills
* Ability to engage with local people of all ages and backgrounds
* Ability to work effectively as part of a team
* Ability to work flexibly, including some early mornings, some evenings and some weekends/bank holidays.
* Willingness to work outdoors throughout the year

**General Notes**

* Travel around the Mersey Catchment will be necessary and therefore a current driving licence and access to an appropriately insured vehicle is desirable.
* This position will from time to time require work during some evenings, weekends and public holidays. A time-off in lieu system is operated by the Trust.

**Terms and Conditions**

*The following terms and conditions are typically offered to Mersey Rivers Trust staff and are set out as a guide only. Terms and conditions may vary according to circumstances and this summary does not form part of any subsequent employment*

**Contract duration:** Fixed term contract for 12 months from employment commencement date. We aim to make this role permanent beyond the 12 months fixed term period subject to funding, but this is not guaranteed.

**Annual leave:** 28 days annual leave pro rata plus bank holidays.

**Time off in lieu:** The Trust operates a time off in-lieu system for work at weekends, evenings or bank holidays. We do not pay overtime or double time.

**Location:** Home-Based. The work will include some home-based computer / planning activities, alongside working across the Mersey catchment area, both indoors (e.g. in community spaces) and outdoors.

**Travel expenses:** travel expenses will be paid for all work-related travel within the Mersey catchment (Greater Manchester and Cheshire and part of the High Peak district of Derbyshire). Candidates living outside the catchment area will need to cover their own travel costs from their home to the catchment boundary.

**To apply:**

If you wish to apply, please send a CV (no more than two sides of A4) and covering letter (no more than two sides of A4), outlining how you meet the requirements of the person specification and job description and why you want to work for the Trust. Please email your application to the Operations Director of the Mersey Rivers Trust, Paul Henbrey (paulh@merseyrivers.org).

**Applications must be received by email no later than the end of 20 August 2021.**

Interviews will be held in September either via Zoom or face-to-face depending on circumstances.

If you would like more information about the role before submitting an application, you may contact Sally Potts 07920095753 (sally@merseyrivers.org) or Paul Henbrey (paulh@merseyrivers.org) on 07747446103