# **Role Profile**

**KEY INFORMATION**

**Title:** Catchment Partnership Officer

**Contract type:** Fixed Term (with possibility of extension)

**Hours:** Part time / 22.5 hours per week

**Salary:** £24,000 - £25,600 per annum (pro-rata)

**Reports into:** Conservation Manager

**Line reports:** None

**JOB PURPOSE**

To co-ordinate, support and develop the Cornwall Catchment Partnership, working within the framework provided by the Local Nature Partnership. The aim of the Cornwall Catchment Partnership is to facilitate the delivery of a better-quality water environment for Cornwall in terms of both water quantity and quality.

This role will have a particular focus on Natural Flood Management and will tie into work being undertaken by Cornwall Council on the flooding and coastal management aspects of the Devolution Deal and the Local Nature Recovery Strategy.

**ABOUT THE TRUST**

Cornwall Wildlife Trust is a registered charity with Cornwall Environmental Consultants operating as an independent Limited Company and a commercial entity of the Trust.

Cornwall Wildlife Trust protects Cornwall’s wildlife and wild places, on land and in our seas, all year round. Our work follows three key themes; ***places, people and future***.

* **Wilder places.** We ensure more land, rivers and seas are managed well for wildlife by:
* growing our suite of nature reserves and managing them to be the best sites for wildlife and tackling climate change
* running wildlife projects on land, and in rivers and seas
* supporting and advising people who own and manage land
* **Wilder people.** We help people connect with and support nature by:
* raising awareness and inspiring people to act for wildlife
* implementing public campaigns that protect nature
* encouraging and enabling communities to record and understand the state of Cornwall’s wildlife and wild places
* **Wilder future.** We influence for decisions that secure the recovery of growth and wildlife, and the mitigation of climate change, by:
* using our knowledge and experience to shape the plans and decisions of others
* playing our part in fulfilling Cornwall’s commitment to environmental growth
* engaging and inspiring the next generation of decision makers

**RESPONSIBILITIES:**

* Work with the Catchment Partnership (CP) to help facilitate and enable a collaborative and integrated catchment management approach in Cornwall.
* Liaise closely with Cornwall Council’s Strategic Environment Team to ensure that Natural Flood Management becomes embedded in local Strategies and Plans.
* Provide a support function to the CP. This will include varied tasks such as organising meetings, assisting with preparation of papers, reports, action plans, communications plans and materials, stakeholder engagement plans, and media work related to the aims of the CP.
* Investigate funding opportunities relating to the CPs aims and pursue where appropriate.
* Administer the CP budget including letting contracts, managing expenditure, and managing a small funding allocation when available.
* Assist the CP in monitoring and assessing the effectiveness of the CP.

**PERSON SPECIFICATION**

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|  |  | **Essential** | **Desirable** |
| **Experience** | Proven experience of successfully supporting, developing, and coordinating the work of a partnership/s. | ✓ |  |
| Proven experience of working with a wide range of agencies and organisation’s including statutory, public, and voluntary sectors from Officer through to Chief Executive Level. | ✓ |  |
| Proven experience of letting and managing contracts. |  | ✓ |
| Proven experience of administering budgets |  | ✓ |
| At least 3 years proven experience of project management. |  | ✓ |
| Experience in the water sector, particularly Natural Flood Management. |  | ✓ |
| **Knowledge** | An understanding of the functions of both Local Nature Partnerships and Catchment Partnerships | **✓** |  |
| An understanding of the concept of catchment management, nature-based solutions, and ecosystem services. | **✓** |  |
| **Skills** | Proven excellent written communication skills including papers, reports, letters, action plans  and confidently facilitate clear presentations. | ✓ |  |
| Ability to work with and successfully communicate with individuals from different sectors and at different levels within organisation’s. | ✓ |  |
| Computer literate –including a familiarity and experience of working with excel databases, PowerPoint, and Word. | ✓ |  |
| Tact, diplomacy, and negotiation. | ✓ |  |
| Proven organisational skills including ability to manage own time and workload, work to tight timescales and meet deadlines. | ✓ |  |
| Ability to work independently using own initiative and judgement, as well as in close co-operation with others. | ✓ |  |
| Hold a full driving license | ✓ |  |
| **Personal qualities** | Role model for Trust values and behaviors | ✓ |  |
| Self-disciplined | ✓ |  |
| Enthusiastic and self-motivated | ✓ |  |
| Tact, diplomacy, and Integrity | ✓ |  |

**Other**

* Cornwall Wildlife Trust operates excellent toil and flexible working policies
* Enhanced company holiday entitlement – starting at 23 days plus bank holidays and rising to a maximum 30 days over a period of time (1 day extra for each year worked after 4 complete years served)
* All employees have access to the Employee Assistance Programme (24/7 counselling service) and Employee health and wellbeing portal
* Free onsite parking at Five Acres and King Edward Mine sites
* Stakeholder pension

