



Job Description and Person Specification

Job Title:	Riverlution Community Engagement Officer
Salary:	£22,000 pro-rata
Hours:	21 hours per week (alternating 2 or 3 days per week, including weekend work)
Duration of post:	Permanent
Location:	Site based across Yorkshire, RSC office (occasional)
Annual Leave:	34 days including bank holidays (pro-rata)
Pension:	8% of gross income contribution by the company
Closing date:	25th November 2019, interviews commencing 2nd December 2019

Purpose of the job

River Stewardship Company (RSC) works to maintain and enhance watercourses, and to inspire, empower and connect communities. We have a rapidly growing portfolio of commercial waterway maintenance and improvement projects and use these to help drive a number of community engagement initiatives under our Riverlution programme. We are seeking an enthusiastic, personable and motivated individual to deliver the practical elements of our community engagement work, engage proactively with volunteers, help contribute to the development of new programmes and events, and ensure that Riverlution meets our ambitious social impact targets.

The Riverlution Community Officer will be responsible primarily for delivering our regular volunteer days on the riverbank, with further scope to include additional engagement events such as citizen science activities, wildlife walks and educational activities as our Riverlution programme develops. They will engage with our existing volunteers but also work to expand our volunteer network both in number and reach. Other tasks will focus on training and skills development within targeted communities to increase the social impact of Riverlution.

The post holder will be responsible to the Riverlution Manager and work closely and collaboratively with RSC site supervisors, community groups and volunteers.



Specific duties and responsibilities

Volunteer days

- Deliver a regular programme of practical conservation volunteer days at riverside locations in Sheffield, Leeds, Mirfield and other areas; including supervising volunteers, identifying suitable locations and tasks and compiling risk assessments
- Provide basic training and induction to new volunteers
- maintain contact with and actively engage organisations, community groups, schools and residents to recruit additional volunteers from a range of groups and locations
- Help build and maintain a regular database of volunteers
- Provide support for 'The Friends of The Blue Loop' and other community groups, as required
- Contribute to the training and development of RSC-hosted interns and higher-level volunteer placements
- Collect and collate data to enable the Riverlution Manager to report and build on engagement and social impact

Communications

- Promote and celebrate volunteer engagement through regular social media posts
- Act as a contact point for volunteers, staff and groups on the ground

Community engagement and education

- With the support of the Riverlution Manager, help develop and deliver a suite of community engagement opportunities, in addition to volunteer days, such as citizen science, family activities, and one-off events, as our Riverlution programme grows
- Help develop and deliver training to autonomous external community groups
- Help deliver activities and represent Riverlution at wider events and festivals such as the Waterfront Festival and volunteering events
- With the support of the Riverlution Manager, help develop and deliver a suite of river-based education activities focussed at local schools



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 work programme including: volunteer days, practical tasks, guided walks, talks, environmental education and community and engagement events (E) • 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) • A broad understanding of the ecology and habitat management requirements of river corridors/catchments (D) • A qualification and/or experience in teaching/environmental education (D) • A qualification and/or experience in practical conservation (D) • Basic understanding of social impact monitoring and evaluation (D) • Experience and understanding of health and safety issues including the production and use of risk assessments (E) • 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 yourself and others, particularly volunteers (E) 	<p>APPLICATION FORM/ INTERVIEW</p>
Work related circumstances	Method of assessment
<p>Candidates should:</p> <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 regular evenings and weekends, to suit service delivery (E) • Be prepared to attend training related to the duties of the post and continued professional development (E) 	<p>APPLICATION FORM/ INTERVIEW</p>