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**Job Description**

**Job Title:** Wetlands Project Coordinator

**Job purpose:** To act as secretariat for the Severn Vale Catchment Partnership on behalf of Gloucestershire Wildlife Trust (GWT) and Severn Rivers Trust (as co-hosts).

To collaborate with partners in identifying, developing, and writing bids for catchment-scale restoration projects within Nature Recovery Zones that address key issues in the water environment including biodiversity loss, water quality, pollution and flooding and help restore natural processes.

**Salary:** £26,000 (pro-rata)

**Term:** Part-time (21 hours per week), permanent

**Responsible to:**  Ecosystem Recovery Manager

**Responsible for:** No staff management responsibility

**Liaison with:** **Catchment Based Approach**: Partner organisations including Environment Agency, Severn Rivers Trust, and Forestry England

**Gloucestershire Wildlife Trust**: Wilder Landscapes Manager, Head of Nature Recovery Zones, Lead Farm Advisor, Director of Nature’s Recovery, Communications Manager, Funding Manager, Engagement Manager

**Introducing Gloucestershire Wildlife Trust**

We are Gloucestershire Wildlife Trust – the largest membership organisation in the county dedicated to local wildlife. We aim to play a central role in tackling the ecological and climate emergencies in Gloucestershire, working closely with local communities and our partners. This needs 30% of the land supporting nature’s recovery by 2030 and unlocking the potential of nature-based solutions to mitigate and adapt to the impacts of climate change. By working in partnership with farmers and landowners, we aim to create ten Nature Recovery Zones where wildlife will thrive alongside food production. These will cover over 60,000 hectares, including increasing our own nature reserves from 1,100 to 1,700 hectares. Alongside this we will collaborate on large scale cross-boundary ecosystem restoration projects.

Nature’s recovery depends on the Gloucestershire’s people. 28,000 members in Gloucestershire support our work, with hundreds regularly volunteering time and commitment. We want to make nature more inclusive by reaching 1 in 4 people and ensuring more people have access to nature on their doorstep. We want to empower at least 20,000 people to take meaningful action for nature, particularly by harnessing the energy of our volunteers and young people.

Our purpose is to ensure nature’s recovery together with the people of Gloucestershire.

Our vision is for a natural world in recovery, where nature-based solutions are tackling the climate crisis and people are taking action for wildlife

At the Gloucestershire Wildlife Trust, we believe in supporting and caring for all our colleagues with honesty. We are rooted in our communities and our aim is to make nature inclusive for all. We pride ourselves in being champions for wildlife, advocating passion and pioneering sustainable methods for natures recovery.

Our values reflect each of us being:

A CARING COLLEAGUE – supportive and honest

Behaviours: We are considerate, honest, and fair. We make time for each other and actively listen to others concerns or barriers before responding and finding solutions together

ROOTED IN OUR COMMUNITIES – making nature inclusive

Behaviours: We respect each other’s views and recognise and value our different backgrounds and lived experiences.

CHAMPIONS FOR WILDLIFE – passionate and pioneering for nature’s recovery

Behaviours: We have an urgency for action. We are open to new ideas, encouraged to take risks together, finding creative solutions and learning from our mistakes.

ARC symbolises the values we stand for, we have a shared culture with smooth connections between all parts of our organisation, creating an infinite circle of life and wellbeing for our countryside.

Gloucestershire Wildlife Trust expects its staff, paid and unpaid, to perform their duties in a way which consistently exceeds the regulations and expectations of society at large in matters ethical and environmental. The Trust will ensure that its staff receive appropriate training and development opportunities based on a documented personal annual appraisal.

**Introduction to the role**

This is a Coordinator level position within the Evidence and Connected Landscapes Team at Gloucestershire Wildlife Trust (GWT). It forms part of the Ecosystem Recovery Programme, which is one of four closely aligned programmes that work to deliver the land use change required to achieve GWT’s 2030 aims,

* Ecosystem Recovery – Led by the Ecosystem Recovery Manager and responsible for developing and implementing projects that strengthen Gloucestershire’s network of wetlands and the broad ecosystem services they provide.
* Land Management – Led by the Head of Nature Recovery Zones and responsible for improving, expanding, buffering, and connecting GWT’s owned and managed estate within Nature Recovery Zones
* Wilder Landscapes – Led by the Lead Wilder Landscapes Manager. Responsible for supporting wildlife focused landowners to develop and deliver landscape scale nature recovery projects, outside of GWT’s owned and managed estate.
* Regenerative Agriculture – Led by the Senior Wildlife and Farming Manager. Responsible for supporting farmers to improve productive farmland for wildlife, increasing ecological permeability and reducing artificial inputs.

The role is responsible for supporting the development and delivery of evidence-based projects that implement GWT’s strategic objectives to restore and expand wetland ecosystems within Gloucestershire and GWT’s Nature Recovery Zones. The Wetlands Project Coordinator will lead the Severn Vale Catchment Partnership (CaBA) in collaboration with the Severn Rivers Trust (SRT), driving forward implementation of the CaBA programme.

Key outcomes are

* Through effective coordination and facilitation, working in conjunction with SRT, Severn Vale Catchment Partnership has developed and delivered ambitious flagship projects that contribute to the strategic priorities of CaBA and GWT.
* Catchment-scale wetland projects have been developed and delivered within GWT’s Nature Recovery Zones (NRZs), restoring ecosystem functioning, enhancing the Nature Recovery Network and natural capital.
* Farmers, landowners, and land managers have been supported to take action to improve the water environment.
* Funding has been secured from a range of sources to deliver priority projects in the Severn Vale Catchment and NRZs

**Outline of main responsibilities for CaBA Partnership**

* To work in partnership with the Severn Rivers Trust to lead and provide secretariat for the Severn Vale Catchment partnership.
* To collaborate with partners to agree strategic priorities and develop a pipeline of projects that can deliver these priorities.
* To represent the CaBA partnership externally and raise the profile of CaBA, through the creation and promotion of inspiring project case studies.
* Engage with other partnerships – e.g. Local Nature Partnership – and seek opportunities for catchment scale project development and delivery.
* To support liaison with key stakeholders on behalf of the Partnership, including the Environment Agency, local authorities, farmers, landowners, other voluntary bodies, and communities.

**Outline of main responsibilities for Gloucestershire Wildlife Trust**

* To lead the development and delivery of impactful wetland projects within Nature Recovery Zones that will restore natural river processes, create, and connect wildlife-rich areas, reduce pollution, and deliver broad ecosystem service benefits.
* To support the development and delivery of landscape-scape catchment restoration and enhancement projects
* Through cross-team working, create and maintain a database of shovel-ready wetland projects within Nature Recovery Zones, ensuring that these are integrated into CaBA and EA objectives.
* To help build GWT’s evidence base by developing and delivering demonstration projects.
* To engage existing and novel funding opportunities, including blended finance, to secure funding for projects that support nature’s recovery in the water environment alongside enhanced ecosystem service provision e.g. flood alleviation, water quality, fisheries.

**General**

* Be proactive in supporting cross functional team working across the Trust
* Maintain the Trust’s brand and image and raise its profile and influence amongst key decision makers and funders
* Attend training courses and meetings as required and as agreed with your line manager.
* Be familiar with Trust Policies and Procedures and implement as appropriate.
* Always keep Health and Safety matters as the overriding determinant in all circumstances.
* Present a friendly, professional, confident, and tidy appearance.
* Perform other duties from time to time as required by The Director for Nature’s Recovery or Chief Executive Officer.

**Person specification**

**Qualifications:**

* Degree or equivalent qualification in conservation or land management, ecology, hydrology, geography, or related discipline is essential

**Experience and knowledge:**

Essential:

* Experience of partnership working, including a broad range of organisations and evidence of facilitating people to take cooperative action.
* Good knowledge of environmental processes e.g., ecosystem functioning, river hydrology, natural capital, and ecosystem services.
* Proven experience in agriculture, catchment, and water management.
* Experience of successfully engaging farmers and landowners and providing land management advice for environmental objectives.
* Experience in identifying opportunities for habitat improvements and developing these into fundable projects.

Desirable:

* Demonstrable experience of successful project management, including financial management.
* Experience in writing successful funding bids and securing funding from different sources e.g. written applications, relationships, service provision / contracting etc
* Ecological surveying and monitoring experience.

**Skills**

Essential:

* Highly organised, with strong work planning skills and proven ability to manage and meet deadlines on multiple projects.
* Pragmatism, tact, and diplomacy, with an ability to work with a wide variety of people at all levels.
* Ability to coordinate multiple partners to deliver agreed goals.
* Excellent project development skills
* Excellent communication, relationship management, networking & cross team working skills
* Good analysis and report writing skills
* Highly competent on Microsoft Office
* Full driving licence

Desirable:

* Confident in the use of Geospatial Information Systems (GIS), ideally using QGIS.
* Proven knowledge and experience of habitat and species management methods across a wide range of habitats but particularly rivers and wetlands.
* Experience of planning and running events
* Outdoor First Aid

**Qualities:**

* Personable and approachable
* Self-disciplined, self-motivated and self-confident
* Mature and professional outlook
* Thrives as a cross-team worker.
* Passionate about the importance of wildlife and the natural environment to the health and sustainability of the planet’s climate, ecosystems, and people.

**Additional Information**

This is a part-time (0.6 FTE, 21 hours per week) permanent position within Gloucestershire Wildlife Trust. Due to the nature of the Trust’s work, occasional evening or weekend work may be necessary for which time off in lieu is given.

A contributory pension scheme is in operation and the postholder is entitled to 21 days paid leave per year pro rata (rising to 30 days through service) in addition to public holidays and Christmas closing period.

Our office facilities are at Robinswood Hill Country Park in Gloucester. Your line manager will provide details and agree your office/home/other working arrangements.

It is the nature of the work of Gloucestershire Wildlife Trust that tasks and responsibilities are, in many circumstances unpredictable and varied. All staff are, therefore, expected to work in a flexible way when the occasion arises where tasks that are not specifically covered in the Job Description have to be undertaken, including providing occasional cover for absent staff in order to maintain organisational effectiveness.

**Training and Development**

As part of its commitment to investing in its people, The Gloucestershire Wildlife Trust trains and supports its staff in the delivery of their duties. Advice will be given in drawing up a personal development plan and all suggestions considered according to resources available and the over-riding priorities of the Trust. An appraisal process is conducted every year. Major changes to duties and responsibilities and reasonable notice will be given before implementation.

**Equality, Diversity, and Inclusion**

Gloucestershire Wildlife Trust is committed to encouraging equality, diversity, and inclusion among its workforce, and eliminating unlawful discrimination, harassment, and victimisation. The Trust’s policy is to provide equality, fairness and respect for all staff, whether temporary, part-time or full-time; ensure no unlawful discrimination against the Equality Act 2010 protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, and ethnic or national origin), religion or belief, sex and sexual orientation; and to oppose and avoid all forms of unlawful discrimination. A full copy of the policy is available on request.