

Project Support Officer (Eelscapes)

We are looking for an enthusiastic and highly organised Project Support Officer to form part of a cross-organisational team. Initially working on the Eelscapes project until December 2024, which aims to restore wetlands on a landscape scale. An exciting partnership made up of the Wildfowl and Wetlands Trust, Environment Agency, GWT and land managers will work together to develop a series of connected wetland sites as part of a Defra funded Landscape Recovery pilot project set in one of the UK's most important river systems.

Salary: £26,250

Responsible to: Senior Project Manager (Eelscapes) at a Project level, Ecosystem Recovery Manager within GWT

Key relationships (internal): Lead Land Manager West, Lead Farm Advisor and Funding Manager

Key relationships (external): WWT, Environment Agency and Natural England





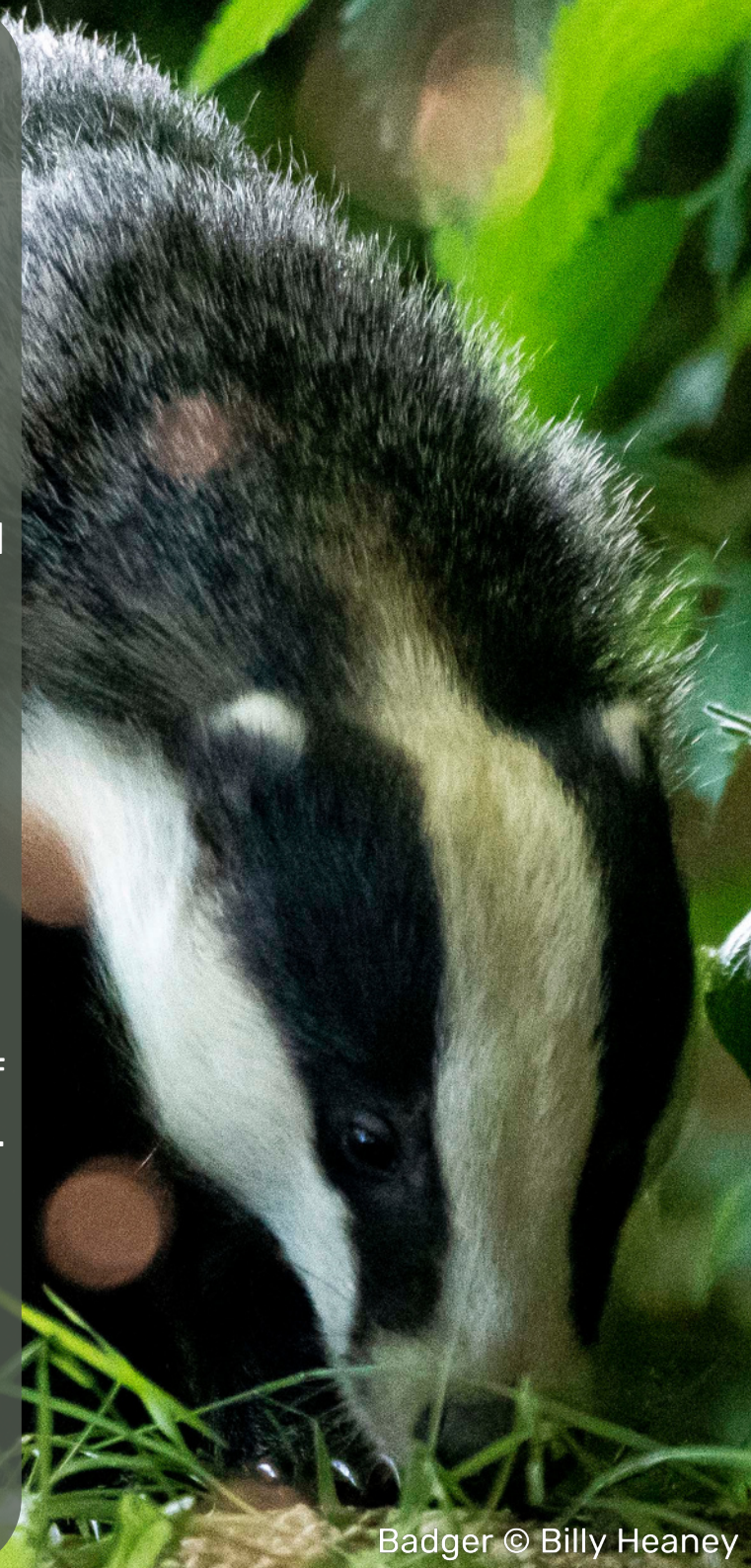
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Introduction to the role

GWT, along with partners the Wildfowl and Wetlands Trust, the Environment Agency and a suite of local landowners, has been successful in securing nearly £700,000 to deliver a pilot project under Defra's flagship Landscape Recovery scheme.

Landscape Recovery is the most ambitious of the new Environmental Land Management schemes (ELMs), which aim to support the rural economy while achieving the goals of the 25 Year Environment Plan, halting nature's decline by 2030 and a commitment to reaching net zero emissions by 2050.

Eelscapes: restoring the Severn Vale's wetland mosaics is our exciting two-year development phase project, with the ambition of restoring naturally functioning and climate-resilient floodplain wetlands in one of the UK's most important river systems and recovering the populations of two threatened and iconic species: the European eel and true fox-sedge. Working with a network of interested land managers, we will explore options to aid nature's recovery at the landscape scale whilst providing multiple benefits for local communities and generating sustainable business and investment opportunities. Any subsequent work on the ground would depend on successful completion of this development phase, and on securing funding/investment for delivery.





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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 in both urban and rural areas. 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 and include the aim of 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 and smaller scale wildlife enhancement and nature highways in urban neighbourhoods. We will inspire communities to influence decision makers and drive forward change in their own neighbourhoods.

Nature’s recovery depends on the people of Gloucestershire. 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 a simple one – 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.

Gloucestershire Wildlife Trust expects its staff, paid and unpaid, to carry out 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 all staff receive appropriate training and development opportunities based on a documented personal annual appraisal.



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Gloucestershire Wildlife Trust Values

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.



Outline of main responsibilities

The Project Support Officer will be responsible for providing high quality project support and coordination, working closely with the Senior Project Manager (Eelscapes) and wider team. This is a very hands-on role involving project administration and liaison and supporting outcome reporting.

The successful applicant will provide vital assistance to the Eelscapes team. They will help to ensure the successful delivery of the project to cost and time, in line with best practice. This may be through hands-on support, providing oversight reporting to flag risks and issues or required actions, or by coordinating actions and progress updates across the project team.



Job Specifications and Key Tasks

- Support the Senior Project Manager (Eelscapes) to achieve project outcomes and develop the key deliverables of the Eelscapes Landscape Recovery Project.
- Supporting the completion of project specific documentation including a Project Management and Governance Plan, Land Management Plan, and Site Access Plan.
- Supporting the production and distribution of project reports and updates to the Project Board, Technical Advisory and other Working Groups, ensuring key messages, issues and actions are highlighted and followed up on.
- Assisting the project team with administration relating to procurement, contract management, consultation, consenting and permissions and other areas of work, as required.
- Ensuring all project related systems, records and databases are accurate and kept up to date.
- Recording and tracking project risks, providing risk reports and ensuring all risks are captured and understood.
- Meetings: Scheduling and taking formal minutes / actions for project meetings, working groups as well as with internal and external stakeholders, contractors and consultants.
- Be proactive in supporting cross functional team working across the Eelscapes Partnership.
- Liaison, internally with GWT staff and externally with project partners and stakeholders.
- Contribute to GWT and Eelscapes promotional material and to the website.



Person Specification

Experience and Knowledge

Essential

- History of working in a Project Support environment
- Experience of partnership working, including liaison with a broad range of organisations

Desirable

- Knowledge of environmental processes e.g. ecosystem functioning, river hydrology, natural capital and ecosystem services.
- Experience in working on grant funded projects including reporting
- Knowledge of Project Management methodologies





Person Specification

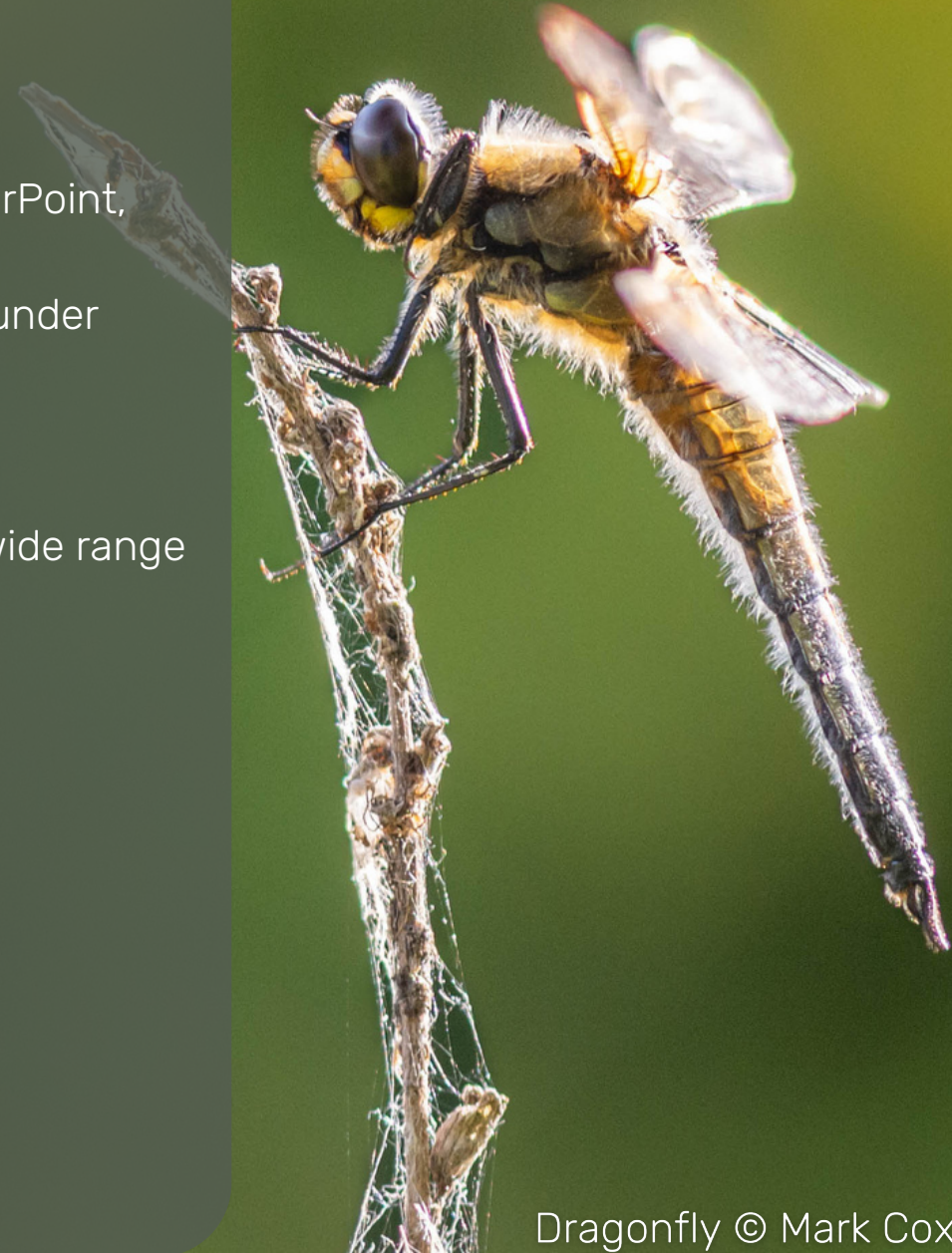
Skills

Essential:

- Experience using IT software including email, MS Word, PowerPoint, Excel and videoconference apps.
- Time management skills and an ability to prioritise and work under pressure to tight deadlines
- Key attention to detail and accuracy
- Good organisational and problem-solving skills
- Strong communication skills, both orally and in writing, to a wide range of different audiences

Desirable

- GIS data and mapping skills

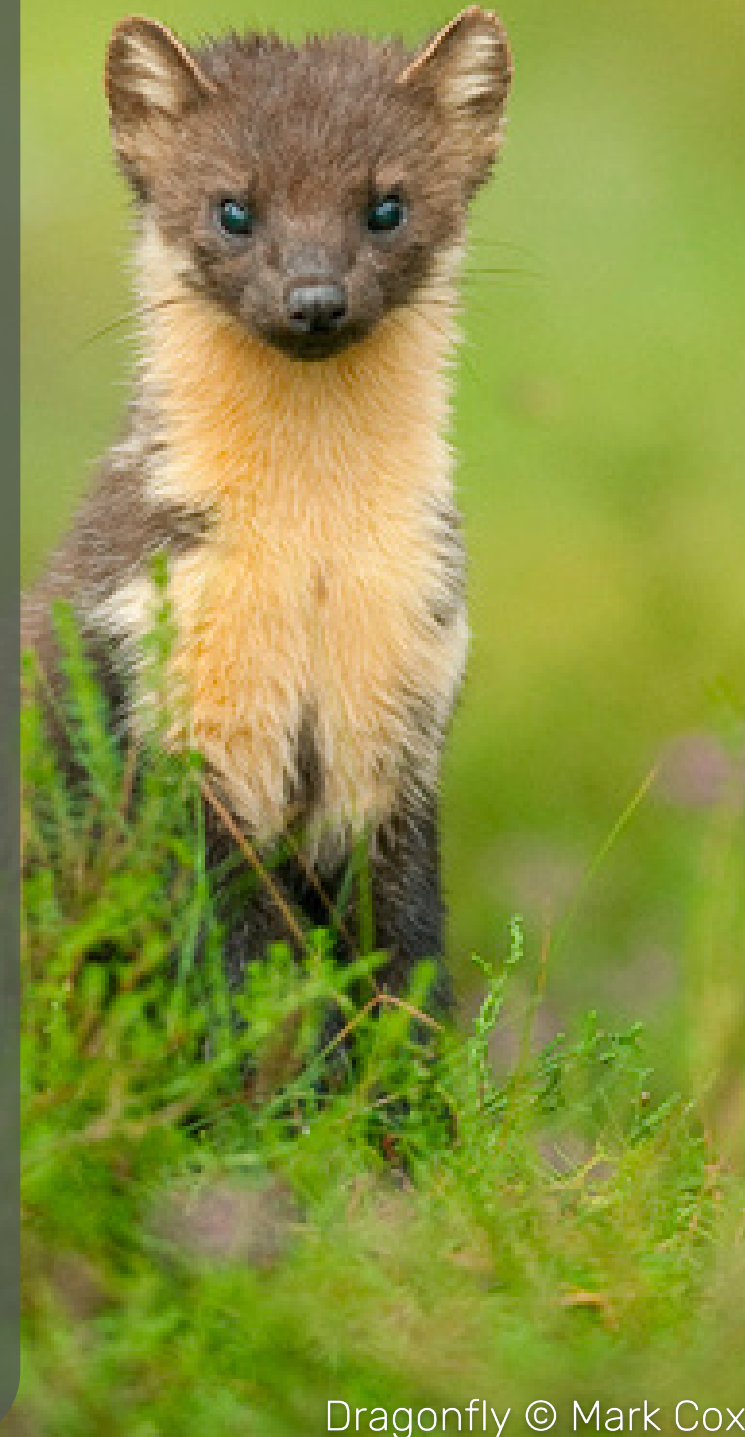




Person Specification

Qualities

- The post-holder may be required to assist with other areas of work and therefore should be prepared to undertake other duties appropriate to the post
- The post-holder will abide by GWT's Health and Safety policies and guidance
- Self-discipline, confidence with an assertive but friendly manner
- Self-starter and goal achiever with the desire to continue to develop skills and knowledge
- A flexible approach to managing a changing workload with a willingness to work occasional weekends and evenings
- A positive and mature approach with integrity, tact and diplomacy
- Excellent networking skills, able to work independently and as part of a team
- A clean driving licence and own vehicle available for business use.





Terms of Employment

This is a Permanent, Full-Time post (35 hours per week) and is subject to a six-month probationary period. 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.

We offer a rounded benefits package to include life insurance of three times salary, a contributory pension scheme with generous employer contributions and an employee assistance programme. 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 as well as two volunteering days. Other discounts and benefits are available too.

Our office facilities are at Robinswood Hill Country Park in Gloucester but there will be a need for regular travel across the Eelscapes project area (between Gloucester and Tewkesbury). Working from WWT's headquarters at Slimbridge with other members of the Project team will be encouraged. The post-holder will need to be able to drive and have access to their own transport, for which a mileage allowance will be paid at 0.45 pence per mile

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 are undertaken, including providing cover for absent staff in order to maintain organisational effectiveness.

As part of its commitment to investing in its people, GWT 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 carried out every year.

The post holder will be consulted by the Chief Executive prior to any proposed major changes to duties and responsibilities and reasonable notice will be given before implementation.



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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.





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How to apply

To make an application, please complete an online application form on our website by midnight on 26th November 2023.

Interviews will be held Friday 1st December 2023.

Thank you for your interest in this position and we look forward to receiving your application.

Please ensure you check you Spam and Junk Mail for any correspondence from Gloucestershire Wildlife Trust regarding your application and invitations to interview.

Registered Charity No. 232580

