



Job Description

Post: SUDS for Schools Project Officer **Grade:** 8

Centre: London Wetland Centre **Directorate:** Conservation Programmes

Reporting to: Head of Wetlands for People

Main function of the post: To lead the delivery of WWT's SUDS (sustainable drainage systems) for Schools project in London which aims to demonstrate how the wide scale retro-fitting of SUDS can improve water quality in urban catchments and contribute to meeting local biodiversity targets. The project will engage with school students, teachers and the wider community around themes of sustainable water use and wetland conservation fostering a deep and lasting connection with these issues.

Supervisory Responsibility: Volunteers, consultants and contractors

Hours worked: 37.5 per week. Fixed-term contract from 1st January 2012 to 31st December 2013

Main duties of the post:

Project development and delivery

1. To work in the proposed catchment, with schools, WWT colleagues and others as appropriate to secure participation of ten schools to take part in the "SUDS for Schools" project

To undertake stakeholder mapping exercise and then devise, deliver, evaluate and report back on a programme of stakeholder consultation with the ten schools

2. Using the outcomes of the above, assist with design and delivery of engagement and pupil activity plans at each of the participating schools
3. To lead the design, implementation and management (including gaining of consents and permits) of SUDS in each of the participating schools including supervision of capital works
4. To lead the development and implementation of project monitoring and evaluation systems

5. To be responsible for implementing all WWT Health & Safety procedures and protocols
6. To be responsible for implementing all WWT environmental management procedures and protocols

Communications

7. To assist in delivery of media and communications elements of the project
8. To produce monthly summaries of activity for team meetings, quarterly summaries for inclusion in council reports
9. To assist with production of an annual and end of project report detailing progress including success against targets
10. To maximise the effectiveness of and ensure the widest acclaim for this project and WWT's biodiversity work in general
11. To promote and communicate biodiversity related work and issues.
12. To liaise effectively with project partners and others as required

Budgets and Fundraising

13. To assist the fundraising team in the development of external funding bids as and when required.
14. To assist with raising income to support the unit for activity above and beyond that required to continue the status quo through fundraising activities as and when required.

In addition to the duties and responsibilities listed, the post holder is required to perform any other reasonable duties that may be assigned by the supervisor shown above, from time to time.

Date raised: September 2011

Date Amended:

Person Specification

• **Qualifications**

Essential:

- Degree or equivalent in Biological Science, Environmental Management or equivalent subject

Desirable:

- Further degree as above
- Teaching qualification

• **Experience**

Essential:

- Experience of working with schools in an outreach capacity
- Good knowledge of SUDS and sustainable management of water
- Experience of management planning and developing management plans
- Stakeholder consultation experience
- Knowledge of wetland ecology
- Good project management skills
- Good I.T. skills

Desirable:

- Experience in the design and construction of SUDS/wetland features
- Experience of working with consultants to deliver projects
- Experience of delivering learning outside the classroom
- Experience in engaging people in community-based projects

• **Managerial & Supervisory**

Essential:

- Capable of hiring and supervising contractors, and working with volunteers
- Enthusiastic, energetic and able to motivate others
- Excellent team player and leader

Type of staff	Number managed	Number supervised
Permanent Staff	0	1
Volunteers / Casual Workers	0	Up to 5

- **Responsibility**

Essential:

- Able to work with a diverse range of people both as part of a team and on your own
- To lead the design, implementation and management (including gaining of consents and permits) of SUDS To lead the development and implementation of project monitoring and evaluation systems
- Able to manage projects and supervise capital works
- Able to take responsibility and learn from both successes and failures

Levels of financial responsibility

Type of Responsibility	Level
Expenditure (exc payroll)	£125K annual project max.
Cash Handling	N/A
Assets (required for job, exc buildings)	£2000
Visitors (per annum)	N/A

Desirable:

- Able to plan and manage budgets

- **Creative Ability**

Essential:

- Creative and innovative in the delivery of the project at all levels, especially within the participating schools
- Highly adaptable - able to think on the feet and to think out of the box

- **Contact**

Essential:

- Ability to work and communicate at all levels with both internal and external contacts
- Excellent communication and media skills – verbally, visually and in writing
- Excellent negotiation and diplomacy skills

Desirable:

- An existing network of relevant contacts

General Notes

This is a full-time position, which will from time to time; require work during some evenings, weekends and public holidays to meet the needs of the post.

The post will be based at WWT's London Wetland Centre for two days per week combined with site work as appropriate for the remainder. Occasional visits to WWT's HQ at Slimbridge in Gloucestershire will also be required.