



**Post:** Working Wetland Catchment Project Manager      **Grade:** 9

**Directorate:** HQ Conservation      **Location:** WWT Steart Marshes (see below)

**Reporting to:** Head of Working Wetland Landscapes

**Main function of post:** By working with catchment partners identify and deliver exemplar Working Wetlands (WW) in rural catchments, particularly those exhibiting good practice in Natural Flood Management (NFM), Sustainable Drainage Systems (SuDS) and Farm Treatment Wetlands (FTW). Work with stakeholders and practitioners to develop the evidence base that furthers an understanding of the benefits of multi-functional wetlands.

**Supervisory responsibilities:** Contractors and volunteers

**Hours worked:** 37.5 hours per week to include weekends and bank holidays when required

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### Main duties of the post

1. Work with river catchment partnerships in delivering landscape exemplars of WW within the UK (i.e. multi-functional wetlands that combine benefits to wildlife and people with an emphasis on flood alleviation and water quality improvement).
2. To work closely with partners and stakeholders to identify and deliver catchment based interventions through the creation of predominantly rural-based WW. The initial focus is to deliver an Environment Agency supported catchment-based NFM program based on working with natural processes in West Somerset. The role is expected to develop and deliver further such opportunities within the UK in the longer term.
3. To provide project management knowledge and expertise within catchments on the creation of NFM and rural SuDS interventions. Work with catchment landowners, partners, communities and rural initiatives that provide coordinated enhancements and creation of working wetlands, reviewing existing examples and identifying barriers for adoption.
4. By working internally and externally with partners identify the opportunities for providing further evidence on the multiple benefits (i.e. flood risk reduction, water quality improvement, biodiversity enhancement and human well-being) of WW. Work with a wide range of stakeholders to develop the long-term effectiveness of these projects.

5. Where appropriate within rural catchments seek opportunity to improve water quality at point source through applying FTW methods. Work with partners to design and project manage the delivery of suitable interventions.
6. To support the development of all communications regarding WW internally and externally, including PR, influencing decision makers, interpretation and messages, including social media.
7. To assist WWT's Fundraising Department as and when required when identifying the opportunities for project development.
8. To externally represent WWT as appropriate, including with partners and other key stakeholders overseas and relevant technical audiences in the UK.

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.

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**Date raised:** 1<sup>st</sup> December 2017

**Amended:**

# Person Specification: Working Wetland Catchment Project Manager

## 1. Qualifications

### **Essential:**

- Educated to degree level in an environmental discipline

### **Desirable**

- Master's degree in an environmental discipline
- Suitable professional qualification (eg CIEEM, CIWEM)

## 2. Experience

### **Essential:**

- A proven understanding of NFM interventions
- Proven budget management and project management skills
- A thorough understanding of wetland ecology and river catchment function
- A practical knowledge of habitat management, farming practice and agri-environment schemes
- A thorough knowledge of land management techniques that slow flows within an agricultural landscape
- A track record in excellent negotiation and diplomacy skills
- Articulate with a proven record in clear report-writing skills
- Demonstrable experience in working positively with stakeholders and communities in delivering favorable outcomes
- Excellent IT skills especially with Microsoft Office
- Liaising and working with others, particularly volunteers and community groups, Statutory Agencies and Non-Government Organisations

### **Desirable:**

- Practical experience in delivering NFM interventions at scale
- Having proven organisational skills
- GIS expertise (preferably both QGIS and ArcGIS)

## 3. Managerial & Supervisory

### **Essential:**

- A proven ability to manage contractors to high professional standards
- An ability to motivate, inspire and enthuse others from a wide range of backgrounds
- A track record in managing and coordinating a team in delivering positive outcomes
- An ability to quickly determine priorities and set tasks appropriately
- Ability to work as a team member to achieve personal and joint objectives

Type of staff	Number managed	Number supervised
Employed Staff	0	2
Volunteers / Casual Workers	5	10
Contractors	2	6

## 4. Responsibility

### **Essential:**

- Well organized with excellent communication and interpersonal skills
- Programme & project management and reporting
- Programme planning and monitoring
- Budget management

### **Levels of Responsibility:**

Type of Responsibility	Level (£'s)
Expenditure (exc. payroll)	Initially up to £400,000 over 3 yrs
Cash Handling	£0.00
Assets (required for job, exc. buildings)	£0.00
Visitors (per annum)	N/A

## 5. Creative Ability

### **Essential:**

- Highly adaptable and able to think independently
- Ability to deliver high quality work to tight deadlines and juggling priorities
- To be innovative and apply creative thought to develop new initiatives and problem solving
- An enthusiastic and energetic approach
- To be able to contribute positively to team thinking

### **Desirable:**

- Ability to use social media

## 6. Contact

### **Essential:**

- An ability to work and communicate at all levels with partners and stakeholders
- Excellent communication and media skills – verbally, visually and in writing
- Able to work effectively and efficiently remote from WWT HQ
- To be able to maintain a high level of professional integrity
- A proven history of working with farmers, private landowners and statutory partners in delivering positive environmental outcomes for wetlands

### **Desirable:**

- An existing network of relevant contacts (nationally and/or locally)
- Working with internal (WWT) and external specialist advisors

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## General Notes

This position will from time to time require work during some evenings, weekends and public holidays to meet the needs of the post. During the initial three years this post will be based at WWT's Office at Steart Marshes and at the Environment Agency Office in Bridgwater. As travel throughout the UK will be likely a current driving licence is essential as is willingness to travel throughout the UK.