Thames Chase Trust

Catchment Partnerships Officer

Job Description

Job title	Catchment Partnerships Officer
Employer	Thames Chase Trust
Location	The Forest Centre, Broadfields, Pike Lane, Upminster, RM14 3NS
Contract & hours	Fixed Term until 31st March 2028 full-time (37.5 hours per week)
Salary	£30,094 - £32,906 per annum
Reporting to	Programmes Manager
Responsible for	Nil reporting

Background

Thames Chase Community Forest was established in 1990 and is one of 15 national Community Forests which form a network known as England's Community Forests (www.englandscommunityforests.org.uk). Covering an area of 98 square miles on the edge of east London and south-west Essex, Thames Chase continues to 'transform landscapes and transform lives.'

Since 1990, the creation of Thames Chase has been driven by its Forest Plan: The Thames Chase Plan (www.thameschase.org.uk). This essential strategy continues to govern the work of Trustees, staff and volunteers and provides a mandate for many partners to engage with the Community Forest. Thames Chase remains at the forefront of landscape regeneration and its base, at the heart of the Forest, is known as the Thames Chase Forest Centre.

Summary of the role

After 36 years of successful landscape-scale working, the Trust has the opportunity to expand its Programmes Team, accelerating our delivery of unique environmental, heritage and wellbeing programmes. The Catchment Partnerships Officer will be a vital member of the Programmes Team, led by the Programmes Manager and focussed on delivering the requirements of the Thames Chase Plan. The landscape-scale Trees for Climate programme will form a core part of these goals, over the next three years, as it has done over the past six years.

The successful candidate will co-host two river Catchment Partnerships (the Roding, Beam and Ingrebourne Catchment Partnership, and the South Essex Catchment Partnership) and will be responsible for each partnership's strategic development and expansion, working towards the successful delivery of the Catchment Based Approach (CaBA) to improving rivers. They will seek to improve the rivers within these Catchment Partnerships, in terms of their water quality, biodiversity, accessibility, community engagement and more, developing river restoration plans through grant funding and collaborative working. This will form the core objectives of this role.

The role will help to support the Thames Chase Community Forest Director in achieving their objective of leading an enthusiastic team of staff and volunteers, committed to improving the environment across Thames Chase for people and wildlife.

In addition, the role will work in partnership with a diverse range of stakeholders, bringing inspiration, innovation, and practical management knowledge to deliver the Thames Chase Plan.

Key areas of responsibility

Project and programme delivery

- Working with the Programmes Manager, plan and deliver programmes of work designed to achieve the aims and objectives of the Thames Chase Plan
- Develop diverse, representative, collaborative and delivery focused partnerships within the catchment area
- Work with partnership networks to identify, develop, fundraise and deliver river catchment improvement projects
- Bring together identified projects into detailed, deliverable Catchment and Sub-catchment Plans, monitoring progress against these, whilst reviewing and updating the Catchment Plans
- Under the direction of the Programmes Manager, work with your fellow Catchment Partnerships Officers to deliver the Thames Chase Trust Trees for Climate programme, substantially increasing tree planting and woodland creation activity across the Community Forest
- Work with the Programmes Manager to develop and deliver a programme of engagement and education at the Forest Centre and across the Community Forest
- Work with the Programmes Manager to deliver the legacy of the Land of the Fanns Landscape Partnership Scheme (LPS)
- Responsible for all health and safety issues relating to your projects and volunteers
- Support the Programmes Team to manage the Trust's tools, equipment, materials and vehicle for project delivery and volunteering
- Carry out site surveys and risk assessments for project activities and programmes

External relations

- With the agreement of the Programmes Manager, represent the Trust on project and programme delivery groups that are seeking to develop landscape-scale regeneration projects and programmes
- Sustain positive working relationships with active community groups and projects e.g. The Roding Rises and 'Friends of' groups.
- Develop relationships with communities via existing Thames Chase networks and existing formalised meetings and groups
- Work with the Programmes Manager to sustain good working relationships with landowning and farming organisations, including those engaged in landscape-regeneration
- Work with the Programmes Manager to prepare programme-level reports and, if required, presentations for the Strategic Partnership Board
- Responsible for the proper conduct of all practical tasks carried out by the volunteers working with you on project delivery

Fundraising and marketing

- Work with the Programmes Manager and your fellow Catchment Partnerships Officers, to identify new funding opportunities for impactful catchment improvement projects, landscape regeneration, activity, and community engagement projects, including from national and local Government, landfill tax, national lottery, and charitable foundations

Additional responsibilities

- Comply with Thames Chase Trust organisational policies including Health and Safety, Equal Opportunities and other such policies that relate to employment with Thames Chase Trust
- Maintain the integrity of the Thames Chase brand in all internal and external communication
- Maintain a proactive approach to your role and responsibilities along with a commitment to contribute and maintain the positive working ethos within the Trust

- Maintain a working knowledge of the policies and regulations governing the Trust
- Attend staff meetings as required
- There may be a need for occasional evening or weekend working according to the Trust's needs
- Any other duties commensurate with the level of the post

General
Knowledge, skills, and experience

Knowledge

Essential

- A good education to tertiary level and/or equivalent experience in a relevant discipline
- Project delivery from inception to completion, including ongoing reporting
- Partnership working
- Bid writing and securing funding for project and programme delivery
- Working knowledge of the main national and regional organisations which support landscape regeneration and environmental issues
- Health & Safety procedures for project delivery and management of volunteers

Desirable

- Understanding of the Thames Chase Plan and the overall functions, aims and objectives of Thames Chase Community Forest
- GIS and mapping skills
- Planning and managing events
- Fundraising mechanisms: Public sector, corporate, voluntary, charitable
- Member of a relevant professional institute or working toward this
- Bid writing and securing funding for project and programme delivery

Skills

Essential

- Relevant academic qualification or professional experience
- Project and programme management
- IT literate (MS Office & Internet)
- Good team member with a 'can-do' approach
- Able to work on own initiative, planning time effectively and working to deadlines
- Are happy to work in a role which comprises both desk work and field work
- Full, clean driving licence

Desirable

- Understanding of budget management
- Qualitative research and analysis

Experience

Essential

- Delivery of engagement activities
- Project and programme management
- Public speaking and chairing meetings
- Meeting targets and KPI's

- Securing funding to deliver projects

Desirable

- Events organisation
- Managing volunteers
- Delivery of education activities
- Fundraising over and beyond projects
- Dealing with the media