



Catchment Partnership Coordinator

Job Description

Role reports to: Beds RCC Green Infrastructure Team Leader & Great Ouse Rivers Trust CEO

Key working relationships: Great Ouse Rivers Trust
Beds RCC Green Infrastructure Team Members
UBOCP Core Group Members
UBOCP Working Group Leads

Main Purposes of role are:

- Facilitating UBO Full Partnership & Core Group meetings - working with chair/vice on setting up, agenda, papers, venues, site visits, minutes, action tracking, member database
- Facilitating Working Groups - as above, working with leads, for the following groups
 - Agriculture (including NFM)
 - Chalk Streams
 - Citizen Science (Volunteer Co-ordinators)
 - Data & Evidence
 - INNS
 - River Restoration
- Data analysis and interpretation, helping UBOCP better understand the main issues affecting the catchment and its waterbodies, and better target actions.
- Supporting organisation and delivery of UBOCP site visits, events and training courses.
- UBOCP communications to partners at Full Partnership and Working Group level
- Co-ordinating UBOCP responses to consultations (e.g. River Basin Management Plan, Water Company consultations).
- Supporting the update and production of the UBOCP Catchment Plan.
- Managing UBOCP website and associated data portals
- Communications support – newsletters, mailouts, website news items etc
- Establishing and managing systems for the Catchment Partnership - e.g. projects database and tracking

Main location:

Your main base will be our Cardington headquarters, but you'll spend plenty of time out on sites across the Upper & Bedford Ouse catchment. Some elements of home-working may be arranged with the agreement of the Line Manager.

Flexible working:

This role is being advertised as 16hpw hours a week

These part-time hours can be worked flexibly, with the hours to be spread across a minimum of 3 days each week. From time to time, in accordance with business needs, there will be a need for evening and weekend work.

Health and Safety:

The post holder will comply with all the health and safety requirements of the organisation.

Person Specification

	Essential	Desirable
EDUCATIONAL/ PROFESSIONAL QUALIFICATIONS	Level 3 or equivalent qualification in a relevant subject	Degree in Environmental Management or similar
EXPERIENCE/ KNOWLEDGE	Experience of coordinating and supporting multi-agency partnerships Coordination and facilitation of meetings and events – in-person and online Demonstrable track record of successful project delivery	Knowledge of the water environment and key partners Knowledge of relevant funding opportunities and practical experience of preparing/submitting funding bids Working with volunteers Experience of producing newsletters, social media posts and other communications
SKILLS	Excellent administration and communication skills – written and spoken Ability to work independently and as part of a team Proficient with IT systems (Microsoft Office package), database management and record keeping	Partnership building
OTHER	Full, clean, UK Driver's License and own vehicle Prepared to work occasional weekends and evenings Energy and enthusiasm Professional and confident manner	First Aid at Work qualification – or willingness to gain qualification