

# People, Ponds and Water Project

## National Coordinator

### Position

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**Contract:** 3-years, full-time.

The successful candidate will need to be prepared to work flexibly and travel extensively as part of the role, including occasional evenings, weekends and overnight stays. Driving licence and use of own car are essential.

**Location:** Oxford based.

**Salary:** £32,000 - £36,000 p/a depending on experience.

**Reporting to:** Director / Senior Management Team.

**Responsible for managing:** four regional project officers, project administrator, project volunteers.

### Background

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Freshwater Habitats Trust is a friendly, well respected conservation charity that works to protect UK and European freshwater wildlife through practical, evidence-based and effective nature conservation projects.

Starting in January 2015 we are undertaking a major three-year project, '*People, Ponds and Water*', funded by HLF. The project, which covers England and Wales, will work with people to make a national difference to freshwater biodiversity protection by:

- Supporting local people to manage the most important ponds, and pond landscapes, in England and Wales,
- Creating a new national freshwater network to collect essential monitoring information on important ponds and endangered freshwater species,
- Raising awareness of the critical importance of clean water for protecting all freshwater biodiversity by enabling people to use quick kits to survey nutrient levels across all waterbody types.

### Role

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The aim of the National Coordinator post is to manage the People, Ponds and Water project to ensure that it meets its biodiversity and people-based targets, delivering objectives in a timely fashion and within budget.

#### 1.1 Key responsibilities

The post holder will:

- Coordinate and be responsible for the delivery of the People, Ponds and Water project, ensuring that targets are met on a timely basis.
- Develop and manage detailed plans and protocols for all elements of the project.
- Provide regular reports on progress for internal use and HLF reporting.

- Manage project staff including an administrator and all regional project officers.
- Train staff in key areas to fill knowledge gaps and provide them with the knowledge and resources to deliver training courses themselves.
- Develop technical documents and volunteer support materials for all elements of the project, in association with Freshwater Habitats Trust staff expertise. This will include: the Flagship Ponds' Tool-kit, Clean Water for Wildlife technical and public-facing guidance materials, and updates of information for PondNet.
- Oversee the digital elements of the project, ensuring they provide the basis for data entry and feedback products to recorders: developing the detailed specification for project data recording systems, and work with contractors to deliver them.
- Develop protocols for Flagship Ponds.
- Organise and run the Clean Water for Wildlife element of the project, including project trials, developing and managing partnerships to ensure they deliver the anticipated outcomes.
- Work with Freshwater Habitats Trust's Finance Director to manage project budgets effectively.
- Work with the nominated HLF project officer throughout the course of the project, ensuring a good working relationship and understanding of the project.
- Undertake QA of volunteer data collection.
- Analyse project data.
- Work with Freshwater Habitats Trust's fundraiser to increase match funding for the project where required.
- Work with Freshwater Habitats Trust's publicity officer to ensure appropriate publicity for each element of the project.
- Represent the project at appropriate external meetings and functions.

## **1.2 Additional general responsibilities for the post holder**

- Help to build a positive relationship between Freshwater Habitats Trust and its partners.
- Work closely and constructively with your manager in all areas of your responsibility.
- Prepare papers for and attend staff, advisory, Finance Group and Trustees meetings as required.
- Undertake other duties as the senior management team may from time to time require.

## **Qualifications:**

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- Minimum academic qualification: Good degree (2:1), preferably a masters or PhD in a related subject (Biology, Ecology etc).
- Valid driving licence. Own car, use for work
- Note that the role may involve some contact with children, and a DBS check will be made prior to employment.

## Competencies

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### Knowledge and experience

- At least 3 years' experience successfully developing, managing and delivering major projects.
- At least 3 years' experience managing people, including both staff and volunteers.
- Good knowledge and practical experience of freshwater habitats, including ponds.
- Good understanding/experience of water chemistry survey/analysis.
- Experience of budget management skills.
- Computer literate: Word, Excel, (Access and GIS an advantage).
- High level of competence in data management and practiced in statistical analysis.
- Experience of managing technical information, including large data sets, data storage, analysis and management.
- Proven ability in delivering presentations and training to a high level.
- Proven ability to communicate effectively and persuasively in ways tailored to the audience including through: presentations, face to face, telephone and written communications.
- Proven ability to network, build and maintain effective relationships with partners and stakeholders. Uses initiative to build networks.

### Competences

- Proven ability to manage individual complex workload and competing priorities effectively and meet internal and external deadlines through effective forward planning.
- Creative and innovative in approaches to problem solving.
- Excellent administration and organisational skills.
- Excellent verbal and written communication skills including ability to network at a wide range of levels.
- Good interpersonal skills - approachable, professional and courteous.
- Attention to detail and able to deliver on time.
- Ability to work independently and as part of a team.