



Project Officer for the Inishowen Rivers Trust

Job Description and Duties

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| Reports to: | Board of Trustees and Project Manager |
| Responsible for: | Supporting the activities of the Trust and developing the sustainability of the charity |
| Location: | Inishowen area (home-based or Clonmany) |
| Salary: | €22,500 - €24,250 per annum |
| Contract: | Part-time (16.5 hours per week), 6 month fixed term contract with possibility of extension (3-month probationary period applies) |

Inishowen Rivers Trust (the Trust) is a registered environmental charity (charity number 20153106) and Company Limited by Guarantee (Company number 587285). The Trust was founded in 2016 with the aim of working with local communities to conserve, protect, rehabilitate and improve the rivers and natural waterbodies of the Inishowen Municipal District, including adjacent estuarine and coastal areas, for the advancement of environmental protection or improvement for the benefit of the public.

The Trust has pioneered a community focused approach to water management within Inishowen, building a strong reputation and portfolio in delivering vital projects which aim to conserve, protect, rehabilitate and improve the rivers and natural waterbodies of the Inishowen. More details on the work of the Trust can be viewed on our websites.

The Trust has one full-time employee and now wishes to engage a second employee to develop projects within the Trust and attract further funding.

We are looking for an enthusiastic, ambitious and self-motivated individual to help drive our aims forward in what is an exciting and dynamic environmental movement.

www.inishowenriverstrust.com

Inishowen Rivers Trust is an equal opportunities employer
Registered in Ireland CLG 587285 | RCN 20153106 | CHY 22625

Job Description and Qualifications

As a Project Officer you will play a vital role in helping us grow as a Trust and deliver projects which allow us to continue to improve, restore and maintain our rivers and water sources for the benefit of the community and for the protection of the environment.

Education, Training, Experience Etc.

The successful candidates will hold:

- (a) a FETAC/QQI Level 8 or equivalent qualification in Environmental Science or Environmental Engineering with, ideally, a minimum of 3 years' post qualification experience relevant to the requirements of the role.

or

a FETAC/QQI Level 8 or equivalent qualification in Sustainable Rural Development or Community Development with, ideally, a minimum of 3 years post qualification experience relevant to the requirements of the role.

or

an equivalent educational qualification with, ideally, a minimum of 3 years' post qualification experience relevant to the requirements of the role.

or

- (b) a minimum of 5 years' experience relevant to the requirements of the role.

Transport & Driving Licence

The candidate must have their own transport, a full driving licence and their vehicle must be insured for business use in addition to their domestic use.

The Job

The Project Officer shall operate under the direction of, and report to, the Board of Trustees of the Inishowen Rivers Trust and liaise with the Project Manager.

The post is initially for a period of 6 months, with the possibility of an extension thereafter, subject to funding. Part of the role of the successful candidate will be to help the Board to secure funding to make the role fully sustainable. Some funding has already been secured from trading projects and the successful candidate will be required to continue this work.

The ideal candidate shall have:

- Knowledge of environmental matters particularly related to rivers including pressures and water quality, biodiversity and climate change.
- Experience engaging with the general public.
- Strong communication and interpersonal skills.
- Experience of working with a wide range of stakeholders.

- Experience of working with community groups and interested individuals and delivering community projects.
- An understanding of Nature Based Solutions and willingness to learn.
- Experience of managing projects with strict deadlines and producing reports for funders.
- A background or experience in agricultural practices and a knowledge and understanding of agricultural impacts on the environment.
- Be able to work on their own.
- A knowledge and awareness of health & safety requirements.
- Good I.T. skills.
- Experience of developing project proposals and making funding applications would be beneficial.

Duties

The Project Officer's duties will include but not be limited to the following:

- Delivery of programmes of work including community discussions, organising training programmes, developing project plans, surveys, and writing project reports
- Working with contractors and volunteers to implement river habitat works such as balsam bashes, river clean ups etc
- Maintain accurate records and manage internal spreadsheets
- Prepare project reports and accounts for the Board
- Liaise with the Board on governance documentation and ensure policies are up to date and compliant with company law, charities compliance and revenue compliance
- Maintain accurate records of the activities of the Trust including timesheets, correspondence, events and volunteer hours etc
- Respond to correspondence and communication received by the Trust, managing Trust email account
- Coordinate the activities of the Inishowen River Guardians Programme as agreed with Board
- Organise volunteer events
- Organise public engagement events to raise the profile of the trust
- Liaise with schools and community organisations to raise awareness of environmental issues
- Manage the trust's website and social media accounts. Help prepare and distribute the Trust's electronic newsletter *RiverView* on a quarterly basis
- Keep accurate records of the Trust's day-to-day financial accounts and prepare financial statements for the Board as and when required
- Provide assistance in managing the Trust's bank account and liaise with the treasurer and Project Manager
- Manage staff office and ensure assets are maintained in good working order
- Identify funding opportunities for projects that deliver the trusts charitable objectives. In particular, identify funding opportunities, which allow for staff and administrative costs, which could be used to sustain the role of the Project Officer post.

- Work in collaboration with the Project Manager to prepare project proposals and submit funding applications.
- Identify opportunities for local companies to support the work of the trust through Corporate Social Responsibility (CSR) sponsorship
- Present project results and findings to funders and interested stakeholders.
- Cooperate with the Maigue Rivers Trust Project Officer, sharing best practice
- Liaise with iCatch Network and communicate with other rivers trusts nationally
- Liaise with LAWPRO's Community Water Officer and Catchment Science lead in the Trust's catchment area when required.
- Liaise with the Rivers Trust Development Manager on progress and make information available in a timely fashion to allow reporting to the Department.

Hours of Work

The hours of work are 16.5 hours per week which will include occasional evening and weekend work. The salary being paid for the post is in respect of all 16.5 hours worked. Flexible working hours with time in lieu.

Probation

The following probationary provisions shall apply:

- (a) there shall be a period after such appointments take effect during which such persons shall hold the position on probation;
- (b) such period shall be three months, but the board can, at its discretion, extend such period;

such persons shall cease to hold the position at the end of such period of probation unless during such period, the board is satisfied with their performance.

Application Process

Please email a CV (two pages max) and a covering letter (two pages max) focusing on your relevant experience and what you will bring to the role and to Inishowen Rivers Trust, to jobs@inishowenriverstrust.com

Closing date: 22nd July 2022

Interviews: start of August