



Project Officer for the Inishowen Rivers Trust

Job Description and Duties

Reports to:	Board of Trustees
Responsible for:	Coordinating the activities of the Trust and developing the sustainability of the charity
Location:	Inishowen area (Home-based)
Salary:	€45,500 - €47,500 plus Pension – <i>commensurate with skills and experience</i>
Contract:	Full-time (37 hours per week), three-year fixed term contract with possibility of extension (6-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 focussed 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.

On 30th November 2019, The Local Authority Waters Programme (LAWPRO) and The Rivers Trust announced the Irish Rivers Trust Resilience Pilot Project. The Resilience Pilot Project will provide funding to Inishowen Rivers Trust to employ a project officer for a period of three years.

This project will aim to demonstrate the effectiveness of professionalising the rivers trust movement in Ireland in terms of delivering on the core objectives of Inishowen Rivers Trust.

We are looking for an enthusiastic, ambitious and self-motivated individual to become the first employee of Inishowen Rivers Trust to help drive our aims forward in what is an exciting and dynamic environmental movement.

Job Description and Qualifications

As 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 two 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 two years two years' post qualification experience relevant to the requirements of the role.

or

an equivalent educational qualification with, ideally, a minimum of two 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.

The post is initially for a period of three years, with the possibility of an extension thereafter, subject to funding. However, full funding is only provided for the first year; reducing by a third in each of the two subsequent years. Part of the role of the successful candidate will be to secure funding to make the role fully sustainable.

The ideal candidate shall have:

- Good organisational and project management skills.
- Strong communication, social media and interpersonal skills.

Inishowen Rivers Trust is an equal opportunities employer

- A track record of working with community groups and interested individuals and delivering community projects, including citizen science.
- A good appreciation of environmental matters including pollutants and water quality, biodiversity and climate change.
- Be able to work on their own.
- A knowledge and understanding of agriculture and agricultural impacts on the environment
- A knowledge and awareness of health & safety legislation and regulations, their implications for the organisation and the employee, and their application.
- Good I.T. skills.
- Experience of developing project proposals and making funding applications.

Duties

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

- Direct reporting to Inishowen Rivers Trust board
- Organising and attending board meetings
- Prepare project management reports and accounts
- Manage the member networks and stakeholder groups of the trust
- Manage the trusts website and social media
- Implement the Charities Code of Governance and other trust policies
- Prepare a Business Plan in year 1, to be reviewed in years 2 and 3
- Prepare a Cash Flow forecast in each year
- Dedicated staff time to projects that have secured Capital funds for delivery in 2020-21, 2021-22 and 2022-23.
- 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 full time Project Officer post.
- 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
- Meet with local companies to discuss CSR sponsorship
- Develop a Corporate Sponsorship Package for the trust
- Develop a Membership Package for the trust
- Organise volunteer events including citizen science events
- Organise public engagement events to raise the profile of the trust
- Issue press releases to raise the profile of the trust
- Cooperate with the Maigue Rivers Trust Project Officer, sharing best practice
- Liaise with LAWPRO's Community Water Officer and Catchment Science lead in the Trust's catchment area.
- Liaise with the All-Ireland Director on progress and make information available in a timely fashion to allow reporting to the Department.

Hours of Work

The hours of work are 37 hours per week including **a significant part of the work schedule that is workable outside of normal office hours**. The salary being paid for the post is in respect of all 37 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 six 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: 5pm 25th March 2020

Interviews: Mid-April 2020