



Job Description

Job Title:	Cam Catchment Partnership Officer
Location:	The Manor House, Broad Street, Great Cambourne, Cambs, CB23 6DH
Accountable to:	Conservation Manager (Cambridgeshire)
Salary:	£28,824 per annum, pro-rata
Hours:	22.5 hours per week, Part Time. Fixed Term until end of March 2026 with the potential to be extended dependant on funding.
Transport:	Must have the means to travel to site and between sites for meeting, training and events. If you use your own car for business purposes (with the relevant insurance) you will be reimbursed for business-related mileage (currently 45p per mile for cars over 1000cc)

Employment subject to:

- 6 month probationary period;
- evidence of right to work in the UK

Cam Catchment Partnership Officer

Main purpose

The Cam supports a majority of the chalk streams in Cambridgeshire. These are under severe pressure in terms of abstraction, water quality and past river engineering work. However, they are much valued locally, and there are major opportunities to restore them, with significant investment planned by water companies over the next 5 years. This role can play a leading role in shaping a brighter future for our chalk streams and the surrounding land.

The role will co-ordinate the preparation of a high-level Catchment Plan for the Cam Catchment by March 2026, with support and buy-in from the Cam Catchment Partnership stakeholders.

The first year of the role is funded by the Water Restoration Fund until March 2026.

After preparation of the initial high-level Catchment Plan, the role will be responsible for the ongoing management of the Catchment Partnership, and constituent sub-groups, and co-ordinating the delivery of key aspects of the Catchment Plan. This will include:

- Working with the Cam Catchment partnership and its sub-groups, water companies, CamEO and other river and community groups, to co-ordinate delivery of the Catchment Plan.

- Leading the delivery of aspects of the Catchment Plan.
- Seeking opportunities for match funding and project fundraising to deliver agreed catchment projects.

Key Responsibilities
Preparation & Delivery of Cam Catchment Plan
<ul style="list-style-type: none"> • Work closely with the Wildlife Trust Water for Wildlife Officer to deliver the outputs of the Water Restoration Fund (writing a Cam catchment plan; managing consultants undertaking catchment-wide mapping projects and river restoration feasibility studies).
<ul style="list-style-type: none"> • Co-ordinate preparation of a Cam Catchment Plan, ensuring wide stakeholder support.
<ul style="list-style-type: none"> • Write a catchment plan and organise publication of the completed plan.
<ul style="list-style-type: none"> • Work with Catchment Partners to identify, scope and develop environmental improvement projects and enable the implementation of the Catchment Action Plans to meet Catchment objectives.
<ul style="list-style-type: none"> • With support from Catchment Partners, lead on the development of funding applications to enable the delivery of projects across the Cam Catchment Partnership, particularly in priority areas.
<ul style="list-style-type: none"> • Deliver agreed projects from the Catchment Plan, including securing funding / match funding where necessary.
Partnership and stakeholders
<ul style="list-style-type: none"> • Arrange and co-ordinate stakeholder and partnership meetings to share knowledge, update on project progress and plan future work programmes, including keeping records of meetings.
<ul style="list-style-type: none"> • Work with Catchment Partners to share information between partners and stakeholders to ensure that all interested parties are up to date with the latest information and knowledge of techniques, opportunities and developments in areas relevant to the Partnership.
<ul style="list-style-type: none"> • Report on progress with preparation and delivery of Catchment Plan to the project board (comprising major funders – water companies, local flood authorities and Wildlife Trust).
Community engagement
<ul style="list-style-type: none"> • Work with Catchment Partners to engage local communities in their river catchment and generate support for and actual delivery of river / floodplain / catchment scale improvements and the management of individual spaces.
Communication and promotion
<ul style="list-style-type: none"> • Promote the Catchment Plan and its aims and actions to community and river groups and encourage their involvement in improving the river environment.
<ul style="list-style-type: none"> • Present a positive and welcoming image of the Trust to everyone.
Health and safety
<ul style="list-style-type: none"> • Maintain an awareness and observation of Fire and Health & Safety Regulations.
<ul style="list-style-type: none"> • Produce risk assessments and any additional H&S requirements as required.
Other duties
<ul style="list-style-type: none"> • Contribute to general Trust working and any other duties as directed by line managers.
<ul style="list-style-type: none"> • Undertake training as the need arises.
<ul style="list-style-type: none"> • Go about duties in a resource-efficient way and minimise impacts to the environment.
<ul style="list-style-type: none"> • Actively follow Trust policies including Equal Opportunities policies

Notes:

1. As duties and responsibilities change, this job description will be reviewed and amended in consultation with the post-holder.
2. This job description does not constitute a 'term and condition of employment'. It is provided only as a guide to assist the employee in the performance of their job. The job description is not intended to be an inflexible or infinite list of tasks and may be varied from time to time after consultation / discussion with the post holder.
3. This job description does not form part of the contract of employment.

Member recruitment provides the Trust with our largest source of regular income. Members are essential for us to deliver our vision to protect and preserve our wild spaces so that wildlife can thrive and we all have wild spaces to enjoy. Although we have a great recruitment team...we need you! Everyone working at the Trust can help. You may be the first person from the Wildlife Trust that a potential supporter speaks to. Every member of staff should take pride in the work we do and be our voice, promoting the importance of being a member of our Trust and recruiting new members wherever they can.

Cam Catchment Partnership Officer – Person Specification

E= Essential; D=Desirable

Requirements		
Experience and Qualifications	To hold a degree, vocational or equivalent qualification or experience in a relevant discipline.	E
	Must have the means to travel between sites for meetings and events.	E
	Experience of working with a wide range of partners to deliver shared outcomes.	E
	Experience of catchment planning or river and catchment restoration techniques.	D
Knowledge	Good understanding of the principles of ecology and the practice of nature conservation, particularly related to rivers and catchment management.	D
	Sound understanding of the Health and Safety issues relating to working in or near water.	D
Skills and Abilities	Computer literate and highly competent with Windows and Microsoft Office software.	E
	Excellent organisational ability	E
	Excellent interpersonal and communication skills: ability to engage a range of stakeholders at all levels, external organisations, professionals, landowners, volunteers, and the general public.	E
	Excellent written and spoken skills, including letter-writing, report-writing and presenting to a variety of audiences.	E
	Demonstrated self- motivation and ability to plan and prioritise tasks and manage own time effectively.	E
Behaviours	Demonstrable evidence of openness to change, flexibility and a willingness to learn new ways of doing things.	E
	Demonstrable experience of identifying, understanding and giving priority to delivering the needs of the customer and taking responsibility for providing a service that meets customers' needs.	E
	Demonstrable ability to work flexibly within a team environment and to work across functions to deliver successful outcomes, and in contributing to environments that demonstrate equality, foster trust, respect, and challenge.	E
	Willingness to share ideas, experience, and knowledge with colleagues and others.	E

Terms and Conditions: Summary for candidates

The following terms and conditions are typically offered to The Wildlife Trust BCN staff on fixed-term or permanent contracts, and are set out here for your information only. Terms and conditions may vary according to circumstances and this summary does not form part of any subsequent employment contract.

Probationary period:	Six months with a review at three months. During the probation period the contract may be terminated with one week's notice.
Annual leave:	25 days annual leave and 8 bank holidays per annum (pro rata for part time staff and those working less than a year). For those staff whose normal working days fall on the days of the week that fall between 25 th December and 1 st January (i.e. the three non-public holiday days) when the Trust offices are closed, three additional days of paid leave are granted. These are non-pro rata and must be taken between 25th December and 1st January.
Pension:	Contributory pension. The Trust contributes 8% salary. The employee will be automatically enrolled after 3 months.
Other Information:	Occasional weekend and evening working may be required, for which time off in lieu can be taken.
Equality and Diversity	We're wild about inclusion and want our staff to be as diverse as wildlife. As an inclusive employer we recognise that our workforce needs to better reflect the communities in which we live and work. We actively encourage applications from people of all backgrounds, identities and cultures. We believe that a diverse workforce will help us create our vision of 'people close to nature, with land and seas rich in wildlife.'

As a Conservation Charity, the Trust is committed to the ethical and sustainable sourcing of all materials used by our charity, and to ensuring we support any initiatives which improve sustainability for the benefit of us all. We are also fully committed to significantly reducing our carbon emissions. We would like to be sure that all of our colleagues and team members are equally committed in their support of these values, and practice the highest standards both at work and at home.

About The Wildlife Trust BCN

The Wildlife Trust for Bedfordshire, Cambridgeshire and Northamptonshire is a registered charity (and a company limited by guarantee), whose mission is to:

- conserve local wildlife, by caring for land ourselves and with others;
- inspire others to take action for wildlife; and
- inform people, by offering advice and sharing knowledge.

We are among the largest and most effective of 46 Wildlife Trusts across Britain and we are a major contributor to the nationwide work of the Royal Society of Wildlife Trusts. We currently manage over 100 nature reserves, covering almost 4,500 hectares, and two education centres. Our work also includes the acquisition and application of information about biodiversity. The Trust's turnover in 2022-23 was over £10 million and its capital assets more than £28 million, of which over half (£18 million) is classified as heritage assets. This Trust was the first to promote the concept of Living Landscapes: large-scale conservation schemes which aim to ensure that wildlife can thrive alongside the human population across an entire landscape. Our conservation activity is increasingly focused on these Living Landscapes, including the first to be established - the Great Fen in Huntingdonshire – as well as the Ouse Valley, the Nene Valley and the North Chilterns Chalk.

The Trust's annual report and accounts are posted on our website:

<http://www.wildlifebcn.org/annualreview>

The work of the Trust is guided by the 2020 - 2025 five-year vision which can be found at:

: <https://www.wildlifebcn.org/next-five-years>. To achieve the targets within this plan, the Trust is managed and directed by an Executive Board of CEO and three Directors.

The Trust evolved from a group of committed volunteers, and volunteering is still central to its ethos, with over 1200 regular volunteers. The working culture of the Trust encourages a professional approach, with a commitment and enthusiasm for nature and its conservation. Mutual respect and teamwork are highly prized among both staff and volunteers. In all its dealings the Trust tries to be fair but firm and in all its activities it aims to be environmentally responsible. Systems, processes and bureaucracy are kept to the necessary minimum for effective performance.

The Chief Executive reports to the Trust's Council of 17 Trustees, who are elected annually from the membership (presently standing at over 37,000). Council and its two Committees (Conservation, Education & Community; and Resources) each meet quarterly. There are 137 staff members (113 fulltime equivalents), with main offices in Bedford, Great Cambourne, and Northampton, and over 1,000 active volunteers. The Executive Board comprised Chief Executive, Resources Director, Conservation Director, Business Director and Engagement Director. Reporting to the Executive Board is a team of senior managers.