



Job Description

Job Title:	Cam Catchment Support Officer
Location:	The Manor House, Broad Street, Great Cambourne, Cambs, CB23 6DH
Accountable to:	Conservation Manager (Cambridgeshire)
Salary:	£13.45 per hour
Hours:	15 hours per week, Part Time. Fixed Term for 15 months (1 December 2026 to 29 February 2028)
Transport:	Trust vehicles may be available but sometimes you will be required to provide your own car for business purposes (with the relevant insurance) and will be reimbursed for business-related mileage (currently 55p per mile for cars over 1000cc)

Employment subject to:

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

Cam Catchment Support Officer

Main purpose

The post will work alongside our Cam Catchment Partnership Office & Water for Wildlife Officer to develop a catchment plan with project pipeline for the Cam Catchment, which includes the majority of the chalk streams in Cambridgeshire. This new post will support our existing officers with administration tasks in running the partnership, organising events and meetings of the Catchment Partnership and sub-groups, delivering river restoration projects, organising citizen science monitoring efforts including distribution of monitoring kits, and updating information on the partnership website. It will also support the existing officers with some of the project communications and fundraising activities.

Key Responsibilities
Support the work of the Cam Catchment Partnership
• Support preparation of the on-line catchment plan updating content, images and maps and checking content appropriate to the role.
• Support delivery of catchment projects with administrative tasks, including helping with funding bids, submitting paperwork for consents and permission, and reporting to funders.
• Support the Catchment Partnership Officer and Water for Wildlife Officer compile a pipeline of catchment restoration projects
• Support the Water for Wildlife Officer with management of citizen science monitoring programme including maintaining records of equipment, monitoring locations and results
Partnership and stakeholders
• Arrange catchment partnership and working group meetings, including booking venues and keeping records of meetings.
• Help organise catchment events such as the annual partnership conference.
Communication and promotion
• Support the catchment partnership with communication activities including newsletters, promotion of training and other events and updating website content.
• Present a positive and welcoming image of the Trust to everyone.
Health and safety
• Maintain an awareness and observation of Fire and Health & Safety Regulations.
• Produce risk assessments and any additional H&S requirements as required.
Other duties
• Contribute to general Trust working and any other duties as directed by line managers.
• Undertake training as the need arises.
• Go about duties in a resource-efficient way and minimise impacts to the environment.
• 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 Support Officer – Person Specification

E= Essential; D=Desirable

Requirements		
<i>Experience and Qualifications</i>	Experience of working in an administrative or customer services role.	E
	Must have the means to travel between sites for meetings and events.	E
<i>Knowledge</i>	Keen interest in and commitment to wildlife and environmental issues	D
	Understands and responds to Health and Safety needs.	E
<i>Skills and Abilities</i>	Computer literacy with a high degree of accuracy	E
	Windows/Microsoft Office-based computing skills, including word, Excel, email etc.	E
	Ability to handle confidential data and information appropriately	E
	Good administrative and organisational skills	E
	Good interpersonal skills and effective negotiating skills	E
	Ability to use own initiative with a proven ability to solve problems	D
<i>Behaviours</i>	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 2025 - 2030 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.