

Job Description

Community Engagement Trainee

Paid training placement

Location:	Penrith, Cumbria
Contract:	5 days a week, 6 months fixed contract
Reports to:	Access to Eden Project Manager
Direct reports:	None
Salary:	£23,809.50 per annum pro rata (National Living Wage)

Background to post

Eden Rivers Trust has obtained funding via our National Lottery Heritage Fund supported project, *Access to Eden: Breaking barriers, building bridges* for a six-month trainee position to undertake community awareness work, alongside supporting our practical conservation programme with volunteers.

This role will have specific responsibility for a programme of direct public engagement on invasive, non-native species – a key issue that affects waterways in the Eden Valley and the Lake District.

Additional areas of work include supporting the Community Engagement Coordinator at volunteer work parties across the catchment and at our Tree Nursery in Penrith, and the wider Access to Eden team at community events across the project. The role has some flexibility in addition to these duties and can be adapted based on personal interests if this fits within the scope of current activities.

This role is suitable for an outgoing individual starting out in a conservation and/or community engagement career.

Purpose of job

To support Eden Rivers Trust's community awareness programmes and team as part of the Access to Eden project.

1. Support our Invasives Officer with an eight-week summer 'roadshow' of invasive non-native (INNS) species awareness along the river Eden and around Ullswater.
2. Support the Community Engagement Coordinator and Invasives Officer in organising action for rivers and the environment with groups of volunteers.
3. Support community events and activities, as required by the project.

Key Responsibilities:

Invasive species awareness programme

- Learn about the relevant issues around invasive non-native species (INNS) and how to mitigate their impact in the Eden catchment by reading widely using ERT's and nationally available resources.
- Support the Invasives Officer with the invasive species awareness roadshow, including preparation of information for discussions with the public, group briefings, demonstration of 'Check Clean Dry' methods, etc.
- Secure permission to undertake awareness roadshows (e.g. on campsites, lakeside carparks, busy spots in the Lake District National Park and along the river).
- Support Invasives Officer to reach recreational water users at targeted locations and at relevant local water sport and community events.
- Liaise with, and work alongside staff from other organisations as appropriate – e.g. National Park wardens)
- Deliver *ad hoc* and more formal talks to recreational groups/schools/ the public about INNS prevention measures.
- Maintain appropriate written and photographic records of work undertaken.
- Support participation in the survey of INNS in the Eden and contribute to national INNS surveys.
- Undertake training on INNS control, first aid, water safety and other courses as may be required during the year.

Community engagement and volunteer group support

- Support the Community Engagement Coordinator's work with groups of volunteers (including those who experience barriers to engaging with the environment) on the delivery of various conservation tasks to improve the environment and water health.
- Occasionally lead volunteer sessions.

General organisation

- Adhere to the Trust's policies and procedures with particular reference to Health & Safety and Safeguarding and data protection. (GDPR)
- Contribute to the development of the organisation as a whole working alongside colleagues.

- Actively participate in 1:1 meetings with line manager, team meetings and other Trust meetings/ events as required.
- Undertake other duties from time to time as reasonably requested by the Chief Executive.
- Work flexibly across the Trust as required by operational need and carry out other duties commensurate to the nature and grade of the post.

Person Specification

Essential

- Excellent interpersonal and oral presentation skills. Can communicate with confidence to people of all ages.
- Able to understand and retain ecological information and then explain it in a way that audiences of all ages and abilities can understand and relate to.
- Able to manage workload and operate without direct supervision.
- Able to work with groups, especially groups of volunteers and people from diverse backgrounds.
- Enjoys working outdoors whatever the weather.
- Holds a current, full UK driving licence.

Desirable

- Knowledge and experience of issues around invasive non-native species.
- Experience of teaching individuals and groups of varying ages and abilities.

Looking after our staff

Annual leave Full-time employees are entitled to **33 days of paid leave per year** which includes Bank Holidays and Statutory Holidays. This entitlement will increase by two days after three years' service and another one day after five years of continuous employment to a maximum of 36 days. This entitlement will be pro rata if you join/leave within the current holiday year or work part-time.

Pension Employees may join either The Rivers Trust pension scheme or the NEST pension scheme. Employees can decide to dis-enrol from the pension scheme if they choose. If you join The Rivers Trust pension scheme, you contribute a minimum of 6% (of your salary) and we contribute 9%.

Life Assurance is also included in The Rivers Trust Scheme. We pay three times your pensionable salary if you die.

Tools for the job We'll provide the essentials you'll need to carry out your role – laptop, mobile phone and personal protective equipment (PPE) plus any other equipment as necessary.

Time off in lieu You may be required to work additional hours e.g. in the evening or at weekends for which time off in lieu (TOIL) will be available. These additional hours must be agreed and approved by your manager in advance.

Free parking at ERT's office in Penrith.

Mileage expenses This post will involve travelling around the county and mileage expenses will be paid at 45p per mile (private vehicle). ERT also has two vehicles that you may be able to use.

Additional information about the role

Contract This post is a fixed term contract running for 6 months. It is a full-time position, 5 days (37.5 hours) per week. Occasional evening and weekend work will be required.

Working hours Normal working hours are 9 am to 5 pm, 5 days each week (with a 30 minute meal break), equating to a 37.5 hour working week.

Location The usual place of work will be ERT's office in Penrith, with travel around the county required to deliver the roadshows, attend events and deliver schools and volunteer sessions.

Criminal records check the successful applicant will be required to complete a Disclosure and Barring Service check (DBS) and provide satisfactory references. Please read the guidance for completing the application form about our policy regarding the employment of ex-offenders and DBS checks before you complete the application form.

