

Job Title: ECP Project Officer

Office Base: Manor House, Little Wittenham, Abingdon, Oxfordshire, OX14 4RA

Work location: Evenlode Catchment, West Oxfordshire.

The post allows for some flexibility in home working but a minimum of three days office based work or site based work is expected once normal working returns.

Work hours: 28 hours (4 or 5 days per week)

Duration: 3 years in the first instance, with a plan to extend it for a longer period subject to funding, 6 months probation.

Salary: £30,600 FTE

Benefits: Pension with 9% Employer's Contribution. 20 days leave plus the usual public holidays in England and Wales, as well as an additional three days between Christmas and New Year when the office is closed.

Salaries will be subject to an inflationary increase each year, subject to Wild Oxfordshire Trustee's approval.

Reporting to: ECP Project Manager

Evenlode Catchment Partnership

Catchment partnerships were set up by the Environment Agency in 2014 to involve communities in trying to improve the health of our rivers. The country has been divided up into catchment and sub-catchment areas. The Evenlode Catchment Partnership (ECP) is a sub-catchment, mainly within West Oxfordshire District Council. It is made up of 20 organisations that form the Steering Group, this group meets every 3 months to discuss and plan projects.

Thames Water Smarter Catchment Initiative

The Evenlode Catchment Partnership is one of three catchments that Thames Water are piloting in their smarter catchment initiative for the next 3 years. This initiative is providing seed funding to support the delivery of the catchment plan using a holistic approach to improve the environment. The plan covers four main themes: Water Quality and Advocacy; Biodiversity, Habitat and Landscape; Natural Flood Management; Education, Community, Access and Recreation. For the full catchment plan see:

<https://www.thameswater.co.uk/about-us/responsibility/smarter-water-catchments>

Project and planning meetings for the TWSC Steering Group are held monthly with a small group of theme leads and representatives.

Overall purpose of the job

Work with our ECP Project Manager to inspire and empower partners, individuals, communities and organisations to enhance their environment by providing practical advice and extending the reach of our engagement and to help to deliver the catchment plan.

Main responsibilities

- Consolidate, co-ordinate and support the work of partner organisations to deliver their projects and milestones within the plan.
- Support the Project Manager in planning, delivering and co-ordinating projects and milestones within the plan and in the hosting role, and feeding back information on progress to the wider partnership.
- Manage projects led by Wild Oxfordshire to deliver the catchment plan, especially in areas of education and community projects.
- Coordinate and help deliver a communications & engagement plan which will support sharing of knowledge and expertise across the ECP and feed back into WOX communications. This will include social media, website and knowledge exchange events.
- Foster links with parish and town councils and community groups as part of raising the ECP profile and develop an understanding of how the ECP can support and encourage them in socio-environmental development.
- Produce written case studies of projects, short videos, and press releases and use material produced by partners to publicise successes and learning to continually update the website.
- Provide content for Wild Oxfordshire's Environmental Email Bulletin and newsletters.

A separate Person Specification sets out the experience, skills, knowledge, qualifications and attributes which will be needed to carry out the job.

Ability to travel to the Evenlode Catchment in West Oxfordshire to visit groups and sites outside of public transport networks is required.

Flexibility is required to be able to work unpredictable hours, including working evenings and weekends.

About Wild Oxfordshire

Wild Oxfordshire is a local charity which provides a co-ordinated and strategic approach to nature conservation in Oxfordshire. Through providing support and encouraging individuals, communities and organisations to work together, Wild Oxfordshire is the catalyst for solutions that benefit people and wildlife within our rich and vibrant county. We want everyone to experience the wonder, peace and wellbeing which our natural environment provides, now and for generations to come. Together we will ensure Nature's Recovery in Oxfordshire.

We work in partnership with over [60 organisations](#) and current projects include:

- **Inspiring and empowering communities** to bring the wild back into their neighbourhood
- **Delivering natural solutions** for effective flood management
- **Putting nature at the heart** of County strategy and planning