The River Dee

Programme Coordinator – Restoring Spring to the Dee

Job Specification

1. The Role

To work with the River Dee organisations – The River Dee Trust (RDT) and Dee District Salmon Fishery Board (DDSFB) - and Atlantic Salmon Trust (AST) to deliver initial scoping and development of the 'Restoring Spring to the Dee' 20 year programme of work. The programme will deliver landscape-scale habitat and salmon restoration in the river catchment, working in partnership with a wide range of stakeholders and community. Working with the project partners (RDT, DDSFB, AST), the Programme Coordinator will develop and coordinate the implementation of the first phase of the Restoring Spring to the Dee programme of work.

2. Reporting

The Programme Coordinator will report to the River Director of the Dee District Salmon Fisheries Board and The River Dee Trust.

3. Key Responsibilities

- Develop the Phase 1 delivery plan and detailed delivery schedule for the programme of work.
- Design and coordinate the stakeholder and community engagement process and reporting.
- Work with the project partners to source funding as required for the programme.
- Work with key agencies and other organisations to develop methodologies, monitoring and metrics, implementing agreed approaches and sharing learnings.
- Ensure all codes of practice and legal requirements are followed for relevant parts of the work packages.
- Work with partners to ensure that the work programme is communicated through respective channels.
- Work with colleagues and partners to bring together research and knowledge exchange to further the understanding of conservation and restoration methods.
- Present the programme of work to a range of audiences.
- Deliver reporting on the programme of work as required by partners and funders.

4. Skills and Background

Knowledge

Essential

- Project management, engagement and communication of project activities.

- Knowledge of Scottish environmental legislation.
- Working background within countryside, rivers or wildlife sectors.
- Excellent understanding of practices for habitat and species conservation and restoration.

Desirable

- Understanding and knowledge of legislation and policies for biodiversity and fisheries management.

Skills

Essential

- Excellent communications skills, written and verbal, to technical and non-technical audiences.
- Ability to identify and engage with a range of funders, agencies and institutions.

Desirable

- GIS and associated spatial analysis packages.

Experience

Essential

- Experience in project planning, management, co-ordination and output delivery.
- Experience of co-ordinating programmes of work/projects involving a diverse range of stakeholders and communities and delivering and reporting on stakeholder engagement events.
- Experience of partnership and collaborative working.
- Experience in the collection and analysis of data.
- Conference and other public presentations.
- Demonstrated success in obtaining funding.

Desirable

- Experience and training in social science and engagement methodologies and reporting
- Familiarity of working with organisations involved in biodiversity conservation and fisheries management in the UK and internationally.
- Experience of working in salmon and sea trout conservation and management.
- Familiarity with the publication and peer review process for research outputs.

Qualifications

Essential

- Qualified at least to Masters level in a relevant social science and/or scientific discipline (e.g. a subject relevant to biodiversity and fish ecology and management).
- A full UK driving licence.

Desirable

- Project / management qualification.

Any other relevant duties

- Uphold and ensure compliance with Health, Safety and Wellbeing, GDPR and safeguarding and Equality and Diversity arrangements.
- Abide by all employer governance and approved procedures and perform any other duties not specifically detailed but which may fall within the overall job purpose and within the expected competence and ability of the post holder.

5. Equipment

All staff will be adequately equipped to carry out their duties in a safe and efficient manner and should ensure equipment is kept in good working order. Any deficiencies in the equipment or its condition should be reported in the first instance to the Administrator.

6. Hours and Place of Work

The River Dee Trust operates a 40-hour working week. The place of work will be the River Office, Mill of Dinnet, with hybrid working, and the postholder will be required to travel as required to carry out their duties. Some of the work undertaken will require the working of weekends or evenings.

7. Remuneration and Benefits

The salary for the post will be £40,000 per annum for a 40-hour working week. We may consider pro-rata or job-share arrangements.

A pension scheme is offered, and 6% contributions are matched by the employer.

A vehicle will be provided for work duties.

This is a permanent position with funding for years 1-5 already secured.

8. Terms of Employment

The employer is The River Dee Trust and its terms of employment will be specified in an accompanying contract and staff handbook, along with this job description. The River Dee Trust also operates continuous professional development and will help support the development of the career of the postholder.