

Job Description

Job Title: **Business Development Officer**

Location of job: **Martley, Worcester**

Post holder reports to: **Deputy Director**

Reporting to post holder: **None**

Overall purpose of the job:

To coordinate the future development of the Catchment Based Approach (CaBA) across the River Severn Catchment by acting in an outward-facing role working with businesses and other key stakeholders. The post holder shall provide a secretariat on behalf of the Partnership Hosts. The role will focus on supporting the partnerships; to work with partners in developing new projects that address key issues including water quality, pollution, flooding etc.; and in particular to achieve funding for these projects and the partnerships moving beyond 2018/19

Key audiences for this role:

Catchment Based Approach Partnerships
Businesses
Statutory Agencies
NGOs
Local Authorities

Salary £25,000 per annum (plus pension at 6%)

Position type Full Time for 12 months (extension possible depending upon future funding)

Working hours 37 hours per week (some weekend and evenings required)

The Severn Rivers Trust is an independent environmental charity established to secure the preservation, protection, development and improvement of the rivers, streams, watercourses and water bodies in the Severn catchment, and to advance the education of the public in the management of water and the wider environment. The Trust is celebrating our 10th anniversary in 2018 and a major part of this role will be to ensure the new 10-year strategy is launched and starts in a positive manner.

Main duties of the post

1. To lead and act as secretariat for the Catchment Based Approach (CaBA) partnerships across the Severn Catchment through the organisation of meetings, workshops and events and the maintenance of contact databases and project lists.
2. To work with partners to agree/refine strategic priorities for each catchment (e.g. water quality, flood alleviation, rural diffuse pollution, etc.) and develop projects that deliver these priorities.
3. Increase engagement for the Partnerships with private business to engage them in environmental and community-focused programmes
4. To support liaison with key stakeholders on behalf of the Partnerships, including the Environment Agency, local authorities, business, landowners, other voluntary bodies and communities.
5. To write, submit and achieve funding for the host and CaBA initiative across the Severn and deliver additional resources to CaBA partners to achieve the agreed strategic priorities.
6. To assist the Trust staff and Trustees in developing the new 2018-2028 strategy.

Other Duties

1. To give talks and attend demonstrations and events designed to promote the CaBA initiative
2. To liaise with catchment based staff within the Trust to promote the Trust's work in each catchment
3. Become a central part of the Trust's Project Development Committee
4. To liaise with neighbours and other stakeholders
5. To provide articles promoting the work of the project as necessary
6. Support the Deputy Director, and others, as required to meet the aims and objectives of the post and the Trust's fundraising strategy.

This role will be at the forefront of continuing the Catchment Based Approach beyond 2019. As such the post holder will need to be enthusiastic, professional and a self-starter to approach a range of funders for each developed project.

In addition to the duties and responsibilities listed, the post holder is required to perform any other reasonable duties that may be assigned by the supervisor shown above, from time to time.

Person Specification

1. Qualifications

Essential:

- A-Levels or equivalent plus 5-years' experience in a similar role, or Degree in a relevant subject plus 2-years' experience

Desirable:

- Membership of a relevant organisation
- A qualification in fundraising

2. Experience

Essential:

- Working with business in a sustainability or CSR or similar capacity
- Working with a wide range of partners including statutory agencies, NGOs and local authorities
- Preparing, consulting and submitting funding applications to a range of funders
- Delivering events at different scales and to different audiences within budget and on time
- Working in partnership with a range of organisations to deliver environmental programmes.
- Writing concise and clear reports, proposals and briefing statements to tight deadlines

- Able to communicate and negotiate effectively and efficiently with a wide range of audiences
- Maintaining large databases

Desirable:

- Developing and leading partnerships with business/corporate interests
- Knowledge of data protection
- Experience of financial planning and budget management
- Experience of different funding opportunities

3. Responsibility

Essential:

- Self-motivated and decisive, able to work on his/her own initiative
- Ability to manage own time effectively and to prioritise tasks and objectives in order to deliver against demanding time lines and deadlines
- Ability co-ordinate multiple work streams across multiple catchments to deliver against time and cost requirements
- Ensure that Health and Safety is at the forefront at all times and in all circumstance

4. Creative Ability

Essential:

- Developing new project ideas both individually and in a team
- Understanding of different methods for engaging different audiences in the natural environment

- Ability to bring a creative approach to problem solving
- Ability to be innovative and apply a high level of original thought to develop new initiatives
- Open attitude and able to develop ideas

5. Communication

Essential:

- Excellent communication skills, verbally, visually and in writing
- Excellent public speaking skills
- Excellent interpersonal skills
- Excellent ability to build and maintain effective professional networks with external partners
- Ability to communicate at all levels with a wide range of audiences and stakeholders
- Strong IT Skills and proficiency in the use of Microsoft Office applications
- Strong influencing and negotiating skills
- Present a friendly, professional and confident appearance

Desirable:

- Ability to communicate with the media
- Confident dealing with people at all levels, from vulnerable people to professional (both internal and external)

General Notes

This post is based at the Severn Rivers Trust Head Office in Martley. Extensive travel around the Severn Catchment may be necessary therefore a current driving licence and access to a vehicle is essential.

This position will from time to time require work during some evenings, weekends and public holidays to meet the needs of the post. A time-off in lieu system is operated by the Trust.

We expect you to carry out your job responsibilities in an environmentally aware manner, ensuring as little damage to the environment as possible. Our aim is to ensure all resources are utilised effectively and efficiently. You will be expected to apply 'sound value for money' principles and follow green procurement guidelines in undertaking purchasing or supply of goods and services.

In the Severn Rivers Trust volunteers are a major resource and make a vital contribution to the Trust's aims to take action for the conservation and protection of the River Severn and its environment. You will be expected to encourage, develop and support volunteer involvement in the project and our work.

Application Process

Please send any queries for this post to admin@severnriverstrust.com including the job title in the subject.

To apply for this role please forward a cover note (maximum two pages) and a full CV to admin@severnriverstrust.com

Deadline for applications – 5pm Tuesday 28th May 2018

Interviews for this post will take place at the Severn Rivers Trust Office, Martley, Worcestershire on Wednesday 6th June 2018.

Please note, due to limited resources you will only be contacted should you be successful in gaining an interview. We would like to thank you for your interest in this position.