



Job Description
Project Support Officer
(River Devon and Revive the Allan Project)

Reports to Trust Director and Revive the Allan Project Officer
Salary £17,290 per annum plus pension contribution
Hours 35 per week (part time or flexible working available)
Contract: Until 31st March 2022, extension of contract subject to the confirmation of additional funding

Application procedure CV plus covering letter to recruit@forthriverstrust.org
Application Deadline Monday 14th March 2021, Midnight
Interview Dates Interviews will be held on-line via video call, dates are still to be confirmed but will likely take place week commencing 22nd March.

Location Anticipated that the early part of this year will be home working, as restrictions ease it will be a blended model of home working, office-based work and field work with a particular emphasis on working outdoors.

Locations for this role vary will include communities across Clackmannanshire. It will also include work around the Forth Catchment such as Lothian, Stirlingshire and South Perthshire.

Our main office is located on The Clubhouse, 106 Biggar Road, Edinburgh, EH10 7DU, just south of Edinburgh but you will not be expected to travel here on a daily basis. However, the successful candidate will be required to travel between locations within the Forth District. Reasonable expenses will be reimbursed. A valid Driving Licence and own transport is desirable.

Eligibility This post is funded through the Scottish Government's Young Person's Guarantee. To apply for this post, you must be aged 18 – 24, live in Clackmannanshire and not be currently participating in employment or education such as college or university.

Organisational Overview:

The Forth Rivers Trust aims to engage people with rivers and wildlife that live within the Forth catchment whilst conserving rivers and their important species for future generations. The Trust is involved with many projects ranging from full scale restoration of rivers to engaging communities through organised events. The Forth is an iconic landmark for Scotland and the Estuary and Firth along with its tributaries have driven industry over the centuries. The Forth catchment spans a vast area covering over 3000km² and is home to roughly 25% of Scotland's population together with a wide range of wildlife. Made up of 13 river catchments including a number of coastal burns, the Forth catchment is a unique and special place.

Job Purpose

To support the Forth Rivers Trust on our projects with Forth Rivers Trust Project Officers in conjunction with Clackmannanshire Council's Flood Risk Team..



This role will provide experience and personal development within the following areas:

- Environmental Restoration
- Climate Change
- Ecological Surveying
- Stakeholder Engagement
- Land Management/ Natural Flood Management
- Using relevant software and IT packages, including ArcGIS, Microsoft packages, etc

Duties and Responsibilities

Support the collection of information and data to assist in:

- Habitat surveys
- Wildlife Surveys
- Producing maps through ArcGIS (training can be provided)

Assist Forth RT Project officers with:

- Tree planting
- Easements to fish passage including barrier removal, and low tech interventions.
- Habitat creation

Undertake admin tasks including:

- Meeting notes
- Correspondence and short report writing
- Data entry
- GIS Mapping (training can be provided)
- Any other tasks required to ensure successful running of projects.

You will also be encouraged to develop your own projects and will be assisted with this.

Personal Attributes

- Have a passion for environmental protection and being outdoors
- Have enthusiasm and commitment to making a difference
- Be able work on your own and as a team
- Have a flexible attitude, be proactive and have a willingness to learn

Knowledge and Skills

Essential – The following are essential for the role

- Good verbal and written communication and interpersonal skills
- Well organised
- Good computer skills for example using email or word
- Good at working independently and with others
- Good at following instructions and completing tasks
- Good customer service and job-specific tasks

Desirable

- Have basic knowledge and an interest in the natural world
- Have an interest in ecological restoration
- Have knowledge of local flood risk in the Clackmannan area
- Experience of working in small groups