

Evenlode Catchment Partnership Project Officer Job Description & Person Specification

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 four days office based work or site based work is expected.

Work hours: 35 hours

Duration: 2 years in the first instance, with a plan to extend it for a longer period subject to funding, 6 months probation.

Salary: £37,006 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 may 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 about 20 partner organisations from which a Steering Group is formed to discuss and plan projects. An extended Friends group meet every 3 months to exchange experiences and project progress. To find out more about the catchment partnership visit our website. [Home - Evenlode Catchment Partnership](#)

Water Restoration Fund Programme

The Evenlode Catchment Partnership has been fortunate in being awarded a substantial grant from the Water Restoration Fund to continue its programme over the next 2 years. This funding supports 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. The catchment plan is under review but is broadly following year 5 and 6 of the 2020 catchment plan until a new plan is agreed. <https://www.thameswater.co.uk/about-us/responsibility/smarter-water-catchments>

Camilla Burrow, Chief Executive
Ann Berkley, ECP Project Manager

Project and planning meetings for the Steering Group are held roughly monthly with a small group of theme leads and representatives. Technical working groups plan the project work and direction with sign off from the SG for budget control.

Overall purpose of the job

Work with our ECP Project Manager, Administration Officer and delivery partners 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

- Support the Project Manager in consolidating, co-ordinating and supporting the work of partner organisations to deliver their projects and milestones and reporting within the Water Restoration Fund programme.
- Support the Project Manager in planning, delivering and co-ordinating projects and milestones within the plan and in the hosting role, including taking leadership of specific deliverables and feeding back information on progress to the wider partnership.
- Support the Project Manager in engaging with landowners and farmers to identify future opportunities for river restoration, natural flood management and wetland creation projects.
- Support the Project Manager in design, contract management of delivery projects and in making applications to secure future funding.
- Liaise with the Administration Officer to ensure effective and impactful communication and outreach, including through the use of the website and social media to share project stories, learnings, updates and events.
- In conjunction with our delivery partners, help 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.

A separate Person Specification sets out the experience, skills, knowledge, qualifications and attributes which will be needed to carry out the job. We are looking for a Chartered Landscape Architect.

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.

How to apply

Please email applications in the form of a CV, portfolio and covering letter outlining how you meet the requirements of the role to ann@wildoxfordshire.org.uk by Sunday 6th July 2025. Successful applicants will be notified by 11th July. Unfortunately, our limited resources mean we will only contact those invited for interview. Interviews will be in Little Wittenham in early August 2025.

Camilla Burrow, Chief Executive
Ann Berkley, ECP Project Manager

Person Specification for ECP Project Officer

Requirements	Essential or Desirable?
Qualifications	
1. BSc. and MA or MSc equivalent experience in ecology or related discipline. 2. Chartered member of the Landscape Institute	Essential Essential
Knowledge	
1. Knowledge of ecology and practical nature conservation practice, especially river habitats and river systems. 2. Knowledge of Natural Flood Management and river restoration 3. Understanding of water quality issues. 4. Familiarity with landscapes, habitats, and species in Oxfordshire, especially freshwater habitats.	Essential Desirable Desirable Desirable
Experience	
1. Project management and delivery, including leadership of specific project deliverables 2. JCLI contract management and delivery, CDM regs. 3. Experience leading and working with voluntary groups e.g., parish councils, community groups, schools. 4. Event organisation and delivery.	Essential Essential Desirable Desirable
Skills	
1. Flair for innovative engagement with a wide range of audiences 2. Interest in playing a leadership role in specific project and partnership activities 3. Project and self-management skills, including time management and prioritisation. 4. Excellent written and oral communication skills and experience with communication tools including social media and websites 5. Proficient in Microsoft Programmes (Word, Excel, PowerPoint) 6. Ability to use ArcGIS/QGIS 7. Driving licence and car ownership	Essential Desirable Essential Essential Essential Desirable Essential
Attributes	
1. Passionate about the natural environment 2. Enthusiastic and engaging with an ability to connect with people. 3. Highly motivated and professional, able to demonstrate high standards. 4. Team player 5. Tactful, diplomatic, and sensitive to the needs of stakeholders 6. Ability to formulate, prioritise and deliver plans and an ability to motivate groups.	All essential

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