



Irish Rivers Trust Resilience Pilot Project

Project Manager for the Maigue Rivers Trust Job Description and Duties

Reports to:	Board of Directors
Responsible for:	Coordinating and implement the activities of the Trust and developing the sustainability of the charity
Location:	An office and facilities will be provided in the Maigue Catchment
Salary:	€45,500 - €47,500 plus Pension – <i>commensurate with skills and experience</i>
Contract:	Full-time (37 hours per week), three-year fixed term contract with possibility of extension (6 month probationary period applies)

Maigue Rivers Trust is a registered environmental charity (20156510) and Company Limited by Guarantee (593027). The Trust was founded in 2016 with the aim of working with local communities to ensure that the rivers and lakes of the Maigue catchment can achieve their full potential both environmentally and recreationally. Our mission is “to protect, enhance and cherish the rivers and lakes of the Maigue catchment for the benefit and enjoyment of all.”

On 30th November 2019, The Local Authority Waters Programme (LAWPRO) and The Rivers Trust announced the Irish Rivers Trust Resilience Pilot Project. The Resilience Pilot Project will provide funding to two rivers trusts organisations including Maigue Rivers Trust to employ a project officer each for a period of three years.

This project will aim to demonstrate the effectiveness of professionalising the rivers trust movement in Ireland in terms of delivering on the core objectives of Maigue Rivers Trust.

We are looking for an enthusiastic, ambitious and self-motivated individual to become the first employee of Maigue Rivers Trust to help drive our aims and mission forward in what is an exciting and dynamic environmental movement.

Job Description and Qualifications

Education, Training, Experience Etc.

The successful candidates will hold:

- (a) a FETAC/QQI Level 8 (honours degree) or equivalent qualification in Geography, Environmental Science, Environmental Engineering or related discipline (Ecology, Botany, Zoology, Agricultural Science) with, ideally, a minimum of two years' post qualification experience relevant to the requirements of the role.

or

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a FETAC/QQI Level 8 or equivalent qualification in Sustainable Rural Development or Community Development with, ideally, a minimum of two years' post qualification experience relevant to the requirements of the role.

or

an equivalent educational qualification with, ideally, a minimum of two years' post qualification experience relevant to the requirements of the role.

or

(b) a minimum of 5 years' experience relevant to the requirements of the role.

Transport & Driving Licence

The candidate must have access to their own transport, a full driving licence and their vehicle must be insured for business use in addition to their domestic use.

The Job

The Project Officer shall operate under the direction of, and report to, the Board of Trustees of the Mague Rivers Trust.

The post is initially for a period of three years, with the possibility of an extension thereafter, subject to funding. However, full funding is only provided for the first year; reducing by a third in each of the two subsequent years. Part of the role of the successful candidate will be to secure funding to make the role fully sustainable.

The ideal candidate shall have:

- Good organisational and project management skills.
- Strong communication, social media and interpersonal skills.
- A track record of working with community groups and interested individuals and delivering community projects, including citizen science.
- A good appreciation of environmental matters including pollutants and water quality, biodiversity and climate change.
- Be able to work on their own.
- A knowledge and understanding of agriculture and agricultural impacts on the environment, in particular dairy farming.
- A knowledge and awareness of health & safety legislation and regulations, their implications for the organisation and the employee, and their application.
- Good I.T. skills.
- Experience of developing project proposals and making funding applications.

Duties

The Project Officer's duties will include but not be limited to the following:

- Organising Monthly meetings of the Trust's directors
- Prepare project management accounts
- Liaise with the Trust's Secretary and Chair
- Help establish and manage the member networks and stakeholder groups of the Trust
- Manage the Trust's website and social media

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- Implement the Charities Code of Governance and other Trust policies
- Prepare a Business Plan in year 1, to be reviewed in years 2 and 3
- Prepare a Cash Flow forecast in each year
- Dedicated staff time to projects that have secured Capital funds for delivery in 2020, 2021 and 2022.
- Develop and implement conservation and education projects.
- Identify funding opportunities for projects that deliver the Trust's charitable objectives. In particular, identify funding opportunities which allow for staff and administrative costs, which could be used to sustain the full time Project Officer post.
- Prepare project proposals and submit funding applications in liaison with the Trust's directors
- Identify opportunities for local companies to support the work of the Trust through Corporate Social Responsibility (CSR) sponsorship
- Meet with local companies to discuss CSR sponsorship
- Develop a Corporate Sponsorship Package for the Trust
- Develop a Membership Package for the trust
- Organise volunteer events including citizen science events
- Organise public engagement events to raise the profile of the Trust
- Issue press releases to raise the profile of the Trust
- Cooperate with the Inishowen Project Officer, sharing best practice
- Liaise with LAWPRO's Community Water Officer and Catchment Science lead in the Trust's catchment area.
- Liaise with the All-Ireland Rivers Trust Director on progress and make information available in a timely fashion to allow reporting to the Department.

Hours of Work

The hours of work are 37 hours per week including **a significant part of the work schedule that is workable outside of normal office hours**. The salary being paid for the post is in respect of all 37 hours worked. Flexible working hours with time in lieu

Probation

The following probationary provisions shall apply:

- there shall be a period after such appointments take effect during which such persons shall hold the position on probation;
- such period shall be six months but the board can, at its discretion, extend such period; such persons shall cease to hold the position at the end of such period of probation unless during such period, the board is satisfied with their performance.

Application Process

Please email a CV (two pages max) and a covering letter (two pages max) focusing on your relevant experience and what you will bring to the role and to Maigne Rivers Trust, to info@maigueriverstrust.ie

Closing date: 5pm Friday 28th February 2020

Interviews: March 2020

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