**** **Thames21 Training Officer**

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| Job Description |

**Salary:**  £26,500 - £29,000 35 hours per week

**Contract length:** Fixed term contract for 1 year

**Location:** Thames21 offices and home working. Delivering sessions across all Thames21 project areas.

**Responsible to:** Head of Engagement and Education

**Close liaison with:** BRIC Project Manager, Plastic Free Rivers Project Coordinator and Engagement Manager

**THAMES21**

Thames21 is the leading environmental charity for London’s rivers and beyond. We connect people with rivers by putting healthy rivers at the heart of everyday life. We improve and restore rivers, educate and empower the community and campaign for positive change for the good of people and the environment.

Thames21 recognises the positive value of diversity and we welcome and encourage job applications from people of all backgrounds

## Purpose of the job

To deliver the Thames21’s training, accreditation and monitoring programme. The programme aims to give people the knowledge and skills to:

* safely plan and lead activities for other volunteers on rivers
* better understand river health and the impact of human behaviour on the environment
* advocate for their local river catchments
* carry out surveys and monitoring activities that gather data on local river catchments

This role supports the training needs of various Thames21 projects. In particular the Training Officer will work on:

1. **Building Resilience in flood Disadvantaged Communities, BRIC** (0.25 FTE) equivalent to 8.75 hours per week. This Intereg funded project aims to integrate flood management more closely with community resilience and public health at site in England and France. BRIC will test new approaches to engagement and empowerment with flood risk management, learning lessons and identifying good practices. Thames21 will lead on the Canvey Island pilot site.
2. **Plastics Free Mersey** - This pilot initiative aims to bring together partners in the plastic packaging and consumer goods value chain, NGOs, academics and local residents together to address plastic litter in the River Mersey.
3. **Restoring Enfield’s Rivers** – This programme is funded through the Green Recovery Challenge Fund 2020 and is funded by DEFRA. It is a partnership between Enfield Council and Thames21. We are delivering large scale ecological improvement in Enfield’s rivers through using Nature Based Solutions such as new woodlands (60ha of new woodland/100,000 trees), and wetlands (rural sustainable drainage systems).

## Main duties and responsibilities

* Devise and deliver training courses to participants through a range of modules both indoors online and on waterway sites at different locations.
* Ensure training sessions meet the appropriate standards and leaners outcomes.
* Developed online training resources for dissemination to other partners including use of a digital platform provided, OgoXe as part of the BRIC project.
* Deliver the training requirements of other Thames21 projects, including supervising any additional staff required to meet demand.
* Arrange for programme participants to undertake practical delivery experience with Thames21’s operational staff, and provide support.
* Assess skills level of all programme participants and any requirement for further training, as part of the monitoring schedule.
* Comply with the terms of the NCFE (Awarding Body) Customised Qualification when training, assessing and certificating participants.
* Ensure that the documentation supporting Thames21’s public liability insurance (method statement and risk assessment) are completed by participating groups.
* Provide ongoing advice and support for programme participants by telephone, email and in person following training, encouraging them to organise and deliver volunteering activity in their local community.
* Develop additional training modules as require by Thames and partner project needs.
* Develop the marketing of the training and monitoring programme in liaison with Thames21’s Communications Team, including T21 brand recognition, customer loyalty etc.
* Review the existing training programme and suggest future developments for the project.
* Maintain clear records of progress, ensure all administration and statistical information is kept, and regularly upload information onto the Thames21 database.
* Investigate the potential to increase the sustainability of the project by developing fledgling and other income sources.
* Work with the Fundraising Manager to develop detailed funding proposals for the next phase of Training Programme development and on making funding approaches.
* Working with project officers to create tailored course to support project objectives.

This job description cannot cover every issue or task that may arise within the post at various times and the post-holder will be expected to carry out other reasonable duties from time to time which are broadly consistent with other Thames21 activities and with those in this document.

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| Person Specification |

It is essential that in your application you give evidence or examples of your proven experience in each of the following criteria including the competencies.

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| **Qualification, development & knowledge:** | **Essential** | **Desirable** | **Assessed by** |
| A degree or equivalent qualification in a relevant subject |  |  | Application |
| Knowledge and experience of supervising, supporting and co-ordinating volunteers in outdoor activities |  |  | Application & Interview |
| Knowledge and experience of working with community groups and local residents |  |  | Application & interview |
| Knowledge and experience of working with local authorities |  |  | Application & interview |
| A good knowledge of water and local environmental quality issues |  |  | Application & interview |
| Demonstrable knowledge, understanding and experience of environmental enhancement activity, including implementation and community involvement |  |  | Application & interview |
| **Experience of:** |  |  |  |
| Experience and understanding of community participation and equal opportunities issues and the ability to work effectively with a broad range of community groups |  |  | Application & Interview |
| Experience of either formal or informal coaching or teaching |  |  | Application & interview |
| Negotiating and implementing successful partnership activities |  |  | Application & Interview |
| Working with a broad range of partners such as officers from statutory organisations, local government, the voluntary and private sectors |  |  | Application & interview |
| Working in the outdoors |  |  | Application & interview |
| **Skills and competencies:** |  |  |  |
| Ability to lead and teach groups |  |  | Application & interview |
| Able to drive a transit van in London confidently |  |  | Application |
| Ability to make formal presentations |  |  | Application & Interview |
| Ability to produce clear written reports |  |  | Application & Interview |
| Ability to deal confidently with the press and media |  |  | Application & Interview |

## ADDITIONAL INFORMATION

* Thames21 have a Work Place (Auto Enrol) Pension Scheme with NEST
* The postholder must be prepared to work occasional evenings and weekends
* The postholder must be willing to travel sensibly throughout London and occasionally throughout the UK over night
* 25 days paid annual leave are available plus public holidays. In addition, the Thames21 office is closed between Christmas and New Year.
* Thames21 operate a flexitime system of working
* Interest free season ticket loan or bike loan
* Childcare voucher scheme
* Mobile phone for company use

**Applications for this position close on Midnight Sunday 26th September 2021**

**Interviews are scheduled for Monday 4th and Friday 8th October**

**Completed application forms should be sent by email to: michael.heath@thames21.org.uk**

**This post it part funded by**

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**Training Officer**

**Salary Range £26, 500 - £29,000**

**Full time 35 hours per week – Fixed Term Contract for 1 year**

Thames21 is the leading environmental charity for London’s rivers and beyond. We connect people with rivers by putting healthy rivers at the heart of everyday life. We improve and restore rivers, educate and empower the community and campaign for positive change for the good of people and the environment.

This small, dynamic charity is looking for a key member of the team. This role requires an enthusiastic and committed individual to deliver the Thames21 Training, and Monitoring programme and give community groups and local people the knowledge and skills to care for, improve and better understand London’s rivers.

Thames21 recognises the positive value of diversity and we welcome and encourage job applications from people of all backgrounds

**Applicants should have:**

* A qualification in a relevant subject or relevant experience
* A training qualification (such as PTLLS)
* Experience of either formal or informal coaching or teaching
* Ability to lead and teach groups
* Knowledge of supervising and co-ordinating volunteers
* A good knowledge of water and local environmental quality issues
* Demonstrable knowledge of environmental enhancement activity, including implementation and community involvement and the ability to work with a broad range of community groups and partners
* Willing to undertake practical, outside work with volunteers in all weathers, especially in and around water
* Experience of preparing and reporting outputs
* Excellent verbal communication and confident IT skills
* Ability to rapidly assimilate and retain up-to-date knowledge of Thames21, its projects and programmes

**In return we offer:**

* 25 days annual leave pro rata; in addition the Thames21 office is closed between Christmas and New Year
* Flexi-time working and TOIL system
* Interest free season ticket loan
* Non stakeholder Pension provision
* Healthcare scheme
* Childcare voucher scheme
* Mobile phone for company use

**Applications for this position close on Midnight Sunday 26th September 2021**

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**Completed application forms should be sent by email to: michael.heath@thames21.org.uk**

**Or posted to: Michael Heath, Personnel Manager, The City of London, Guildhall, PO Box 270, LONDON EC2P 2EJ**

**Registered Charity No. 1103997**