



## Thames21 Training Officer

### Job Description

- Salary:** £26,500 - £29,000 depending on experience. 35 hours per week
- Contract length:** Fixed term contract for 1 year.  
There is potential for this contract to be extended when Thames21 secures new funding. Thames21 wishes to reflect the diverse communities it serves and encourages applicants from all sections of the community. Thames21 will only recruit within the stated salary band for this role.
- Location:** Thames21 Offices in Central London or East London with the potential to do some work from home. Travel around London to deliver training sessions at a variety of project locations.
- 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 voice for London's waterways, working with communities to improve rivers for people and wildlife.

### The role

The Training Officer will be a passionate advocate for Thames21, at the frontline of tackling the climate and nature emergency by restoring rivers and working with communities. The postholder will lead on the development and delivery of Thames21's training programme, empowering communities through skills development and supported independent action.

The training programme is integrated into many of Thames21's projects. This vital role involves working closely with project officers to support the community training needs of their projects. Courses will be delivered to volunteers, local community groups and other project partners. Topics will focus on leading practical river management, environmental surveying and monitoring and improving awareness and understanding of river management issues.

In particular the role will support the following projects:

- 1. Building Resilience in flood Disadvantaged Communities, BRIC**  
This Intereg funded project aims to integrate flood management more closely with community resilience and public health at site in England and France. Thames21 is leading 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 project is a partnership between Enfield Council and Thames21 that aims to deliver large scale ecological improvement in Enfield's rivers through using Nature Based Solutions such as planting new woodlands, and creating wetlands (rural sustainable drainage systems).

## **What will you be doing?**

- Devise and deliver training courses to participants on a range of topics both indoors online and on waterway sites at different locations.
- Ensure training sessions meet the appropriate standards and learners 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.
- 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 required 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.
- 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.

## **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.**

<b>Qualification, development &amp; knowledge:</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessed by</b>
Knowledge and experience of supervising, supporting and co-ordinating volunteers in outdoor activities	✓		Application and Interview
Knowledge and experience of working with community groups and local residents		✓	Application and interview
Enthusiasm for, knowledge of and commitment to the environment, especially rivers and tidal rivers, and to the work of Thames21	✓		Application and interview
A training qualification (such as PTLLS)		✓	
<b>Experience of:</b>			
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
<b>Skills and competencies:</b>			
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

To apply please send your CV and a cover letter telling us why you're right for the job and why you want to work for Thames21 to Michael Heath, HR Manager at michael.heath@thames21.org.uk by Sunday 30<sup>th</sup> January 2022 at 11:00pm, stating your current salary, giving names of 2 referees to approach if your application is successful, and telling us whether you are a British citizen OR are an Overseas National with permission to work in the UK, stating what kind of permission you have if the latter. Interviews are expected to be held on February 10<sup>th</sup> and 11<sup>th</sup> 2022.

As a result of your application for employment with Thames21, personal information about you will be held. This information is covered by the Data Protection Act 1998 and GDPR. The information you provide will be used to process your application and monitor recruitment statistics only. This information will not be disclosed to third parties, unless the disclosure is required by law or the position for which you have applied is funded by a partner who will be involved in the interviewing process. If your application is successful it will form part of your employment record.

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

Registered Charity No. 1103997

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