



Appendix 12
Fixing and Linking Our Wetlands (FLOW)
Manhood Wildlife and Heritage Group
Project HG-14-06996



Appendix 12: FLOW Job descriptions for the salaried team (fixed term)

FLOW Project Manager (4 days a week)

The FLOW Project Manager will oversee and coordinate a wetlands condition assessment programme of work designed to provide costed management plans for each of the remaining nine Parishes on the Manhood Peninsula [two Parishes – Birdham and West Itchenor – have been done to trial and refine the methodology] and implement these, where feasible, using a network of volunteers, contractors, an assistant and professional input to ensure that the wetlands across the peninsula are improved and enhanced with both people and wildlife in mind. They will also be responsible for securing and advising on other funding opportunities to ensure that each area is developed to its full potential. They will also seek out new initiatives, partnerships and opportunities to support the work on the Manhood Peninsula.

Job Description:

Promoting and developing wetlands improvements

Facilitating and developing the work of the MWHG on the Manhood Peninsula with particular regards to:

- Recruiting and encouraging volunteers and local communities to take part in practical conservation work
- Attending meetings where appropriate to promote and develop the work
- Facilitating and encouraging practical scientific, recording and community involvement projects that deliver the project objectives
- Encouraging and seeking opportunities to develop the project through liaison with other NGOs, government agencies, businesses, volunteers, local communities and other potential stakeholders
- Seeking all appropriate funding opportunities for promoting and developing active conservation activities
- Ensuring clear costed management plans are produced for each Parish including a prioritised list of actions
- Supporting Parishes to help implement plans
- Drawing up associated work programmes - identifying suitable options for volunteers and for contractors
- Issuing tenders for contractors
- Developing and coordinating annual work programmes
- Liaising with neighbours, members of the public and outside bodies with regards to the proposed management
- Leading on the coordination and management of funding applications, external funding and income generation opportunities to ensure that additional resources are provided where possible.
- Developing a monitoring system and implementing using volunteers to carry out scientific recording and feed the information back to MWHG and via iRecord which feeds into SxBRC and BARS.

Line management and supervision.

- Manage the field officer, the volunteer coordinator and publicity officer, and contractors to deliver work programmes on allocated sites ensuring that the work is carried out safely, on time and within budget
- Ensure all activities are undertaken with due regard to Health and Safety and ensure compliance on site with relevant H&S legislation

Partnership Working



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- Establish effective working relationships with internal/external stakeholders to achieve tangible nature conservation benefit.

Programme Administration

- Manage delegated projects and project budgets, ensuring effective use of resources
- Ensure effective project management of externally funded programmes of work
- Ensure compliance with MWHG procedures including H&S, volunteer policies and procedures
- Liaise as appropriate with statutory and other partners
- Ensure effective management of programmes of work and projects, completing claims and reports as required and submitting new applications
- Ensure competent electronic filing and administration of all correspondence
- Supply regular reports to HLF online as agreed

Other

- To liaise with the mentor
- To attend all necessary staff meetings
- To support effective communications with MWHG Project Board
- To attend and comply with any training as necessary
- To promote MWHG where possible
- Abide by all MWHG policies
- Undertake other duties as required and in line with the post and the project

FLOW Field Officer (4 days a week)

To assist the Project Manager in developing a Living Landscape across the wider environment between the internationally important sites, specifically providing an improved and enhanced connected wetlands habitat:

- Supporting volunteers to carry out ditch and pond surveys
- Managing habitat enhancement on public and private land using appropriate contractors, ensuring that sites are managed to a high standard
- Providing advice and support to secure sustainable management of the wetlands network in each Parish including ditches, rifes (channels of water), the canal, saline lagoons and ponds.
- Piloting management regimes on these sometimes difficult sites and disseminating findings.
- Working with local groups and volunteers to help carry out practical work and monitor the outcome of management projects.
- Informing and educating local people and visitors

Job Description

The Officer will work closely with partners and stakeholders to reconnect the Manhood Peninsula wetlands network by delivering improvement, enhancement and creation where possible to create an effective ecological corridor across the peninsula, thus facilitating movement across it. The officer's main duties are set out below:

Practical habitat management and enhancement:

- Contribute to Training Workshops in each Parish focusing on Ditch Condition Assessment and hedgerow surveys
- Support volunteers to carry out surveys of ditches, ponds, other wetland features and hedgerows
- Work with local Parish Council, residents and Flood Groups to explore options
- Draw up costed, prioritised management plans for each Parish in turn with Project Manager



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- Work with other MWHG staff and volunteers to carry out practical habitat works across the peninsula and contribute to clearing sites after qualified specialist contractors have carried out site improvements following plans drawn up by the Project Manager
- Assist with managing practical contracts, installation of fencing, water supplies, removal of invasive species and clearing vegetation
- Work closely with Project Manager to establish and maintain a network of links with landowners who could assist in ensuring the enhancement of project sites.
- Provide a communication role by informing and educating residents and visitors to the sites

Project development and publicity:

- Advise local landowners and land managers on best practice management to benefit the biodiversity of the area.
- Work with project team to run workshops to disseminate best practice in land management and build understanding and knowledge within the local community.

Other

- To report regularly to the Project Manager
- To attend all necessary staff meetings
- To support effective communications with MWHG Project Board
- To attend and comply with any training as necessary
- To promote MWHG where possible
- Abide by all MWHG policies
- Undertake other duties as required and in line with the post and the project

FLOW Communications and Engagement Officer (2 days a week)

To assist the Project Manager and Field Officer in developing a Living Landscape across the wider environment between the internationally important sites, specifically providing an improved and enhanced connected wetlands habitat.

Job Description

The Officer will work closely with the other team members to reconnect the Manhood Peninsula wetlands network by recruiting, inducting, training and supporting teams of volunteers in each parish to carry out a range of activities that help the project meet its goals and increase the knowledge and understanding of the wetland and hedgerow habitats. The officer's main duties are set out below:

Core duties and responsibilities

- Develop and deliver a programme of integrated communication, education and engagement activities to support the promotion and understanding of the FLOW project.
- Support the development of community engagement and consultation activities to increase participation in the project.
- Coordinate and support the engagement of volunteers in the project.
- Develop appropriate tools and materials to promote the project
- Provide advice and support on communication and engagement issues as required.
- Engage with the wider network of community wetland and hedgerow projects across the UK.
- Develop, monitor and evaluate the people and communities elements of the project.
- Maintain effective financial monitoring and evaluation systems for the communications and engagement elements of the project.

Volunteer engagement:

- Act as a Volunteer Champion in the area, encouraging active engagement by volunteers and community groups



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- Facilitate the recruitment, induction, support and training of volunteers and community groups
- Promote the Health and Safety of volunteers and community groups
- Work with the Project Manager and Field Officer to prepare a range of materials to encourage people to volunteer – leaflets, presentations, displays etc. Setting up and running appropriate training courses on Wildlife, Habitat recording, Ditches Condition Assessment, Evaluation and Monitoring and H&S
- Work closely with FLOW Field Officer to develop a group of volunteers to assist with practical habitat management, survey and monitoring work across the peninsula
- Run volunteer work days to implement practical conservation work. Facilitate recruitment, induction, support and training of volunteers
- Promote the Health and Safety of volunteers
- Help with the creation of volunteer focussed training materials.

Project publicity:

- Provide updates for local magazines and website as to progress of the work
- Work with project team to run workshops to disseminate best practice in land management and build understanding and knowledge within the local community.

Other:

- To report regularly to the Project Manager
- To attend all necessary staff meetings
- To support effective communications with MWHG Project Board
- To attend and comply with any training as necessary
- To promote MWHG where possible
- Abide by all MWHG policies
- Undertake other duties as required and in line with the post and the project