

SPEY CATCHMENT INITIATIVE PROJECT OFFICER

Job Purpose

The role of the Project Officer is to support all areas of Spey Catchment Initiative's work; to have responsibility for providing the secretariat to the Initiative; and delivering the key actions in the Spey Catchment Management Plan (SCMP). The employer is the Spey Fishery Board and the post could be based at either the SFB office at Knockando in the heart of Speyside, or the SNH office in Aviemore within the Cairngorms National Park.

Responsibilities

1. Implement and monitor the Business Plan for delivery of the 2016 Spey Catchment Management Plan (SCMP), including the Initiative's budgets and funding.
2. Manage an implementation programme for the delivery of key priority projects, ensuring that these are delivered within an agreed timeframe, to the required standard and within budget.
3. Organise and support the meetings of the Spey Catchment Initiative's Steering Group and maintain effective communications between partners.
4. Maintain ongoing involvement with a wider stakeholder group to review priorities for action.
5. Promote the SCMP and strengthen links between stakeholders to encourage consultation on all catchment matters.
6. Develop and manage a programme of community engagement in all aspects of the Catchment and its management.
7. Represent the SCMP at relevant meetings to promote effective liaison between all parties with an interest and/or common objectives in the Spey catchment.
8. Develop effective liaison, communication and partnerships with land managers, agencies and private sector advisors.
9. Identify, support and develop projects that deliver priorities in the SCMP and demonstrate best practice for land managers, e.g collaboration and catchment scale benefits.
10. Work with SRDP (including LEADER) and other funding programmes to provide support to land managers in delivering priority projects
11. Develop sound working relationships with colleagues, partners and stakeholders to assist in the delivery of the SCMP
12. Develop a programme of events and training to promote awareness and understanding of the river, as well as issues and priorities in the SCMP
13. Liaison with neighbouring catchment partnerships.

Knowledge, experience and training

ESSENTIAL

- Excellent communicator with positive and realistic 'can-do' attitude.
- Substantial experience of project planning, development and management, ideally in a natural heritage environment.

- Track record of budget and contract management.
- Good understanding of landscape, natural heritage, water environment, farming and rural development issues.
- Experience of working in partnership with a range of stakeholders in the public and private sector, including community engagement.
- Computer and IT literate with a working knowledge of standard Microsoft Office software.
- Ability to work on own initiative, delivering to agreed deadlines.
- Educated to degree level or equivalent experience with a positive attitude to personal development
- Driving licence (Other arrangements will be considered for those with a disability which prevents driving).
- Experience of budgeting and financial monitoring.
- Full UK driving licence (or access to a driver if disability prevents driving).

DESIRABLE

- A recognised qualification in natural resource management.
- Good understanding of rural development and land management issues in the Cairngorms National Park and the Spey Catchment.
- Previous experience of working with land managers and farmers. Experience of preparing funding bids.