

<b>Job Title:</b>	<b>Volunteer and Citizen Science Coordinator</b>
<b>Employer:</b>	<b>Western Sussex Rivers Trust (WSRT)</b>
<b>Reports to:</b>	<b>Project Manager</b>
<b>Salary:</b>	<b>Grade 3: £28,446 – £35,555 dependent on experience Annual Leave – 25 days + Bank Holidays + Christmas shut down</b>
<b>Hours:</b>	<b>Full time 37.5 hours per week Some evening and weekend work may be required Time off in lieu for evening and weekend work</b>
<b>Contract:</b>	<b>Initially PAYE 1 year fixed-term contract</b>
<b>Location:</b>	<b>Working across the Arun and Western Streams Catchment &amp; occasionally in other locations where WSRT business is conducted that is within reasonable distance of the WSRT catchment.</b>
<b>Base:</b>	<b>Hybrid Working (Home &amp; office in Fittleworth, West Sussex)</b>

Are you a dynamic individual who enjoys working with people? Well organised and great at communicating? Are you able to build relationships, enthuse, motivate & lead volunteers? Can you engage others and nurture working relationships? Do you wish to make a real difference to the health of our riverscapes? This could be the role for you.

#### **Purpose of the job:**

**To oversee & lead the Trust's volunteer and citizen science program, coordinating, planning & delivering events, working closely with Trust staff, volunteers, community and other organisations to take action for our riverscapes.**

#### **Principal Responsibilities:**

- Recruit, train, support and coordinate a community of 250+ volunteers to undertake citizen science in the Arun & Rother catchment (including water

quality testing, Riverfly, outfall safari, Soil Guardians and INNS mapping and management)

- Ensure compliance with the Trust's Health and Safety policies and procedures for all volunteering activities, and help to continually review and improve these policies and procedures where necessary
- Ensure that volunteers have a rewarding experience, listening to them, providing feedback and valuing their contribution to the Trust. Find the right role for volunteers utilising their unique skills and building new skills, celebrating successes and acknowledging their vital contributions
- Deliver practical volunteering work parties eg. INNS removal
- Field test, compare and review and improve the efficacy and accuracy of citizen science methodologies and water chemistry equipment
- Collate, store and analyse data and produce visualisations to communicate data evidence to others (using ArcGIS, Cartographer and LandApp)
- Provide baseline and monitoring data evidence to the Arun & Western Streams Catchment Partnership to target restoration strategies and inform catchment-scale planning
- Collaborate with academic research and empower Citizen Science groups to participate in project development and review
- Identify and engage with other monitoring being undertaken in the catchment
- Assess the impact that citizen science data has on triggering interventions on the ground, i.e. water sensitive farming, integrated wetlands, improved sewage/water management
- Produce reports and updates on the project; internally, on the website and through social media
- Organise and run training and volunteer engagement events, including our popular film nights and talks
- Investigate and develop ways to expand the volunteering programme, eg. through a corporate volunteering offer
- Maintain a GDPR compliant volunteer management system
- Support the communication and promotion of the volunteer and citizen science programme

### **Teamwork**

- Act as a responsible WSRT team member and develop productive collaborative working relationships with the team and partner organisations.
- Contribute to and/or lead on team meetings, training and/or committees internally or externally.
- Work with Trustees & WSRT Staff to sustain and strengthen an inclusive, supportive, caring working environment.

### **Other duties**

You are required to be flexible, undertaking such other duties appropriate to the grade and content of the work as may reasonably be required of you. Please note that, in

consultation with you, WSRT reserves the right to update your job profile to reflect changes in, or to, your position.

### **Benefits**

- You will be a member of a small, dynamic, passionate, and supportive team, joining WSRT and the catchment partnership at an exciting time of growth.
- 10% Recharge policy – WSRT team members are encouraged to take 10% of their working week for mental and physical recharge, getting out into the catchment to explore a new area, further their knowledge or enjoy a river-related activity.
- 25 days holiday, plus bank holidays (pro rata for part time staff) and Christmas to New Year shutdown.
- Flexible working.
- Employee assistance programme (counselling, specialist legal and financial support).
- Pension scheme (3% employee, 5% WSRT).

### **Equality, Diversity & Inclusivity**

Take responsibility for upholding and complying with WSRT's Equality, Diversity, and Inclusivity policies and for behaving in ways that are consistent with fair and equal treatment for all.

WSRT believes that everyone has the right to be treated equally and that the diversity of individuals and groups should be embraced, valued, and respected. WSRT is committed to eliminating any form of discrimination be it direct, indirect, harassment or victimisation.

### **Health and Safety**

Take responsibility for ensuring that workplace responsibilities within WSRT are carried out with full regard to, and in support of, WSRT's Health and Safety policies.

### **Sustainability and Environment**

WSRT actively seeks to improve its environmental performance and will comply, as a minimum, with all relevant environmental legislation, regulations and codes of practice. All staff are required to support WSRT's Environment Policy.

### **Data Protection**

You will be responsible for ensuring that your workplace activities for WSRT are carried out in compliance with the requirements of the Data Protection legislation especially concerning confidentiality, treatment of personal information and records management.

### **Right to Work**

The current British and European Law states that the WSRT cannot employ a person who does not have permission to live and work in the UK. All new employees will need

evidence of their right to work including evidence of settled status, pre-settled status or a valid visa.

### **Disclosure Service Certification from the Disclosure and Barring Service**

WSRT Water Champions will be required to hold Disclosure Service certification from the Disclosure and Barring Service (DBS). Further information about the Disclosure and Barring Service is available from the DBS website at

<https://www.gov.uk/government/organisations/disclosure-and-barring-service>

### **Attributes and Person Specification:**

	<b>Essential</b>	<b>Desirable</b>
<b>Knowledge and Qualifications</b>	Knowledge of river health particularly water quality.  Knowledge of the Catchment Based Approach CaBA .  Knowledge of H&S requirements and risk assessment.	A background in environmental science and aquatic systems, ecology, or a related field, with a strong understanding of catchment systems and their ecological processes.  Knowledge and experience of citizen science programmes and fieldwork surveys.
<b>Skills</b>	Excellent organisational skills.  Use of Cartographer, ArcGIS and LandApp, or proven ability to quickly assimilate these skills.  Excellent communication and interpersonal skills for engaging with volunteers and partners, presenting project updates, and advocating for rivers.  Strong data analysis and problem-solving skills to make informed decisions based on environmental data and organisational plans and strategies.  Full valid driving licence and own car insured for business use.	Trained Riverfly sampler.

<b>Experience</b>	<p>Proven ability to work in a team across organisations.</p> <p>Writing risk assessments and complying with H&amp;S requirements, reviewing and improving procedures.</p> <p>Leading well planned and executed events.</p>	<p>Supporting and growing a volunteer programme.</p> <p>Leading practical work parties on rivers.</p> <p>Use of volunteer management systems, preferably Better Impact.</p>
<b>Personal attributes</b>	<p>Reliability and integrity, together with an enthusiastic and positive attitude.</p> <p>Able to cultivate effective relationships with a wide range of people, based on trust and mutual respect.</p> <p>Flexibility to adapt to changing project conditions and unforeseen challenges.</p> <p>A strong sense of environmental ethics and a commitment to promoting regenerative and responsible practices in all project activities.</p> <p>Inspirational individual who is passionate about all that this role could achieve.</p>	

### **How to apply:**

Please email a cover letter and CV to [info@wsrt.org.uk](mailto:info@wsrt.org.uk). We welcome informal discussions if you would like further information about this role or working for WSRT. You are welcome to chat with the current Volunteer Coordinator.

Your cover letter should detail how you fit the role and person specification and be no longer than two pages.

**Applications should be made by 9am on Monday 15<sup>th</sup> September 2025.**

**Interviews will take place on Thursday 25<sup>th</sup> September and will be held in Fittleworth, West Sussex.**