

## Project Assistant



### Job Description including Duties

<b>Reports to:</b>	Project Leader
<b>Responsible for:</b>	Assisting the coordinating of the activities of the Trust
<b>Location:</b>	Nore River Catchment Area (Home-based/Kilkenny Office)
<b>Salary:</b>	€30,000 per annum, Pro Rata
<b>Contract:</b>	Temporary Contract 7 months (April/May 2023 – October/November 2023) subject to funding

#### **Nore River Catchment Trust (The Nore Vision) Background, Objectives and Strategy**

Nore River Catchment Trust [The Nore Vision] (the company) is a company Limited by Guarantee

The company itself was founded in 2021. Its objective as per the constitution is;

*“To work with local communities towards the conservation, protection, rehabilitation and improvement of the catchment which comprises the Nore river, its tributaries and their land catchment in the Counties of Laois, Tipperary, Carlow and Kilkenny.*

*This will be done through collaboration with stakeholders, structured community involvement and, as appropriate, adherence to and implementation of applicable local, national and international policies and programmes for sustainability climate change, biodiversity and social wellbeing.*

*It will include the natural, cultural and built heritage of the catchment particularly that associated with the rivers.*

*The Company will support the advancement of environmental protection, recreation opportunities, enterprise support or other improvement for the benefit of the general public and particularly those who reside within the catchment area.”*

A new Board was formed in early 2021 to help achieve the objectives of the company. Board members currently are as follows.

- Bobby Wemyss Chairman
- Denis Drennan
- Dr Amanda Greer
- Ann Marie Maher

- Declan Rice
- Tony Walsh
- Michael Starrett
- Jim Finn Farmer
- Olivia Goodwillie
- Board Secretary -Maurice Keane

A strategic plan for the company was developed in 2021 and a project leader was appointed in June 2022. Following a very busy and successful 2022, NRCT now wants to recruit a Project Assistant.

## **Key Strategic Pillars and Enabling Mechanisms and Objectives of Nore River Catchment Trust**

### **Strategic Pillars**

#### **Environment and Heritage**

To ensure communities play an effective role in improving water quality and appreciate their heritage throughout the catchment.

#### **Recreation and Amenity**

To promote sustainable recreational use within the catchment and to support new sustainable amenities on the River Nore and its tributaries with a focus on access for all.

#### **Land Use and Enterprise**

To support and protect the social infrastructure in rural areas and the systems that sustain them through encouraging a shift to environmentally sustainable activities

### **Enabling Mechanisms**

#### **Community**

To support and develop all communities across the catchment to increase their capacity (including skill sets and resources) to deliver and shape NRCT programmes throughout the catchment.

#### **Knowledge and Training**

To provide educational opportunities for communities and individuals to enhance understanding and appreciation of all aspects of life in the catchment.

#### **Communication and Collaboration**

To promote and ensure good collaboration and communication between all groups, agencies and individuals to achieve the vision of a vibrant and healthy river catchment.

#### **Good Governance**

To put in place and implement structures, systems and processes to ensure that the organisation achieves its objectives and acts legally, with integrity and is managed in an efficient, effective, accountable and transparent way.

### **The Person**

We are looking for an enthusiastic, ambitious and self-motivated individual to assist the Project Leader of NRCT to help drive our aims forward in what is an exciting and dynamic environmental movement.

### **Job Description and Qualifications**

As Project Assistant you will play a vital role in assisting NRCT grow as a company and plan and deliver projects which allow Nore Vision to continue to improve, restore and maintain the Nore river catchment and its heritage and amenities for the benefit of the community and for the protection of the environment.

### **Education, Training, Experience**

The successful candidates will hold:

(a) a FETAC/QQI Level 8 or equivalent qualification in Environmental Science or Environmental Engineering with, ideally, a minimum of one year post qualification experience relevant to the requirements of the role.

or

a FETAC/QQI Level 8 or equivalent qualification in Sustainable Rural Development or Community Development with, ideally, a minimum of one year post qualification experience relevant to the requirements of the role.

or

an equivalent educational qualification with, ideally, a minimum of one year post qualification experience relevant to the requirements of the role.

or

(b) a minimum of 1 years' experience relevant to the requirements of the role.

### **Transport & Driving Licence**

The candidate must have their own transport, a full driving licence and their vehicle must be insured for business use in addition to their domestic use.

### **The Role**

The Project Assistant shall operate under the direction of the Project Leader, and report to the Project Leader

The post is for a period of 7 months (April/May -October/November 2023), subject to funding

The ideal candidate shall have:

- Good organisational skills.
- Strong communication, social media and interpersonal skills.
- Some experience of working with community groups and interested individuals is desirable
- A good appreciation of environmental matters including pollutants and water quality, biodiversity, climate change and heritage.
- A knowledge and understanding of agriculture and agricultural impacts on the environment is desirable
- Good I.T. skills.

### **Duties and Responsibilities**

The Project Assistant's duties and responsibilities will include but not be limited to the following:

- Working with the Project Leader to deliver the objectives of the Strategy throughout the catchment
- Carrying out day to day administration for NRCT
- Preparing project proposals and collating funding applications
- Getting community volunteers engaged, trained, and implementing and running local initiatives
- Collaborating and co-ordinating programmes with state and statutory bodies that communities help execute

- Providing administration support to the Project Leader
- Organising public engagement events eg Heritage Week to raise the profile of the trust and managing website and social media
- Liaising with volunteers and agencies on summer citizen science projects
- Liaising with the iCatch network, The All-Ireland River Trust and other organisations and stakeholders

### **Hours of Work**

The hours of work are 37 hours per week including a significant part of the work schedule that is workable outside of normal office hours. The salary being paid for the post is in respect of all 37 hours worked. Flexible working hours with time in lieu.

### **Annual Leave**

TBC

### **Probation**

The following probationary provisions shall apply:

(a) there shall be a period after such appointments take effect during which such persons shall hold the position on probation;

(b) such period shall be three months, but the board can, at its discretion, extend such period;

such persons shall cease to hold the position at the end of such period of probation unless during such period, the board is satisfied with their performance.

Applications should be made in writing to [mags@norevision.ie](mailto:mags@norevision.ie) by 5pm on Friday 3<sup>rd</sup> March 2023. Please include CV with two reference and cover letter addressed to Mr Bob Wemyss, Chairperson, NRCT, 8 Patricks Court, Patricks Street, Kilkenny