

# Project Officer

## Nore River Catchment Trust (The Nore Vision)

### Job Description including Duties

**Reports to:** Board of Trustees

**Responsible for:** Managing and coordinating the activities of the Trust and developing the sustainability of the company

**Location:** Nore River Catchment Area (Home-based)

**Salary:** €48,000 (plus performance incentive of €2000 re 80% paid by NRCT)

- **Contract:** Full-time (37 hours per week with a 1-year fixed term contract based on yearly reviews and the availability of funding". (6-month probationary period applies)

#### **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.*

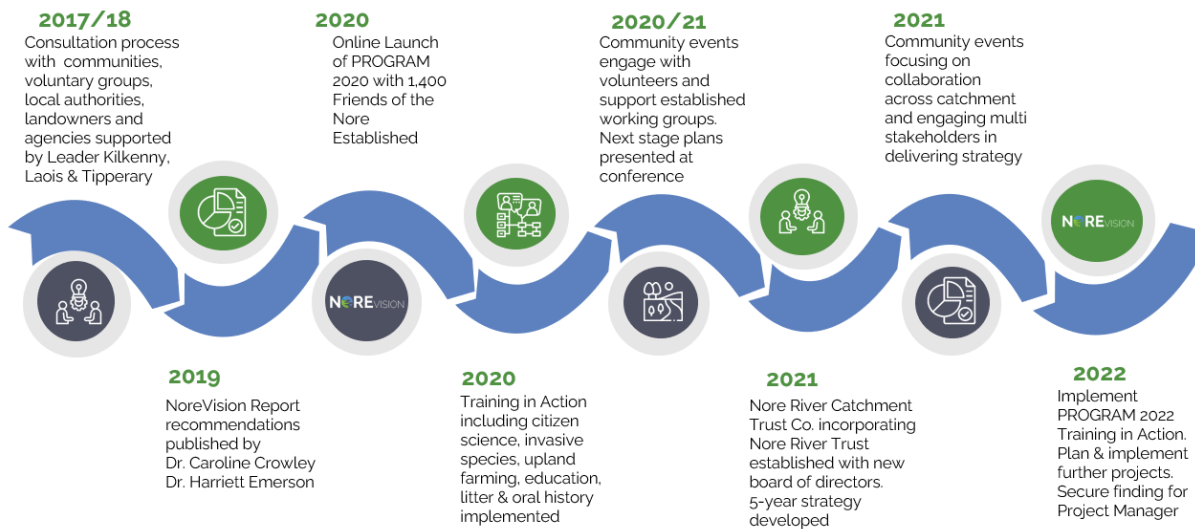
*This will be done through collaboration with stakeholders, structured community involvement and, as appropriate, adherence to and implementation of applicable local, national and international policies and programmes for sustainability climate change, biodiversity and social wellbeing.*

*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."*

While the company was formally set up in 2021 the chart below gives a good insight into its history and development.

## Timeline



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

- Bobby Wemyss, Chairperson, Former Chair Nore River Trust /Fisherman / Woodlands of Ireland
- Liam O’Neill, Former teacher, President GAA
- Denis Drennan -Farmer, President ICMSA,
- Olivia Goodwillie, Environmentalist, Botanist
- Dr Amanda Greer, Environmentalist
- Ann Marie Maher, Laois County Council
- Declan Rice, CEO, Kilkenny Leader Partnership
- Tony Walsh (Former Director of Services, Kilkenny Co. Council)
- Jim Finn, Farmer /Journalist.
- Board Secretary -Maurice Keane

A strategic plan for the company has been agreed and it is now looking for a Project officer to lead, manager and coordinate its implementation and development.

### 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 help drive our aims forward in what is an exciting and dynamic environmental movement.

### **Job Description and Qualifications**

NRCT are advertising for the role of Project Officer.

As Project Officer you will play a vital role in leading and helping Nore Vision 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 two years' 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 two years two years' post qualification experience relevant to the requirements of the role.

or

an equivalent educational qualification with, ideally, a minimum of two years' post qualification experience relevant to the requirements of the role.

or

(b) a minimum of 5 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 Officer shall operate under the direction of, and report to, the Board of Trustees of the Nore River Catchment Trust.

The post is initially for a period of one year, with the possibility of an extension thereafter, subject to funding. Part of the role of the successful candidate will be to secure ongoing funding to make the role fully sustainable, grow the resources of the organisation and indeed take on additional resources as required.

The ideal candidate shall have:

- Good organisational and project management skills.
- Strong communication, social media and interpersonal skills.
- A track record of working with community groups and interested individuals and delivering community projects, including citizen science.
- A good appreciation of environmental matters including pollutants and water quality, biodiversity, climate change and heritage.
- Be able to work on their own initiative.
- A knowledge and understanding of agriculture and agricultural impacts on the environment
- A knowledge and awareness of health & safety legislation and regulations, their implications for the organisation and the employee, and their application.
- Good I.T. skills.
- Experience of developing project proposals and making funding applications.

## Duties and Responsibilities

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

### 1. To implement the Strategy by

- Working to achieve the Board's Strategic Objectives as listed above for both its three strategic Pillers and their Enabling Mechanisms.
- Preparing project proposals and submit funding applications and secure funding for projects that deliver the trusts objectives.
- Identifying and motivate volunteer communities to implement projects that help implement the overall strategy
- Liaising with State Statutory and other organisations and put together collaborative programmes with them that help achieve Nore Visions objectives.
- Getting community volunteers, engaged, trained, and implementing and running local initiatives while following Health and Safety and other policies and best practice.
- Working with Leader and appointed contractors to ensure that the 2022 Training in action program is delivered effectively and provides a platform to get communities into action.

### 2. To support communities by:

- Developing and supporting an increasing number of engaged and skilled communities throughout the catchment that assist with achieving the Nore Vision objectives
- Collaborating and co-ordinating programmes with state and statutory bodies that communities help execute. The goal is to avoid each community using scarce energy to

navigate through the maze of dealing with multiple agencies and allow them to focus on using limited resources to implement the changes required.

- Helping communities to get started by organising volunteer events including citizen science events, Invasive species events, Tree planting events, environmental best practice events etc.

**3. To provide educational opportunities for communities and individuals to enhance understanding and appreciation of all aspects of the catchment by**

- Raising Awareness
- Building capacity
- Developing Skill Sets
- Organising and Offering Training
- Mobilising communities to action
- Prioritising and targeting young people

**4. To Support the Board by**

- Organising and attending board meetings
- Preparing Programme and project management reports and accounts
- Working with the board to develop an Annual Business plan and update the strategic plan.
- Preparing a Cash Flow forecast in each year
- Helping develop and Implement the Charities Code of Governance and other relevant policies.

**5. To ensure good Communication and Collaboration among stakeholders by:**

- Promoting and ensuring good collaboration and communication between all groups, agencies and individuals to achieve the vision of a vibrant and healthy river catchment.
- Managing the member networks and stakeholder groups of the trust
- Managing the trusts website and social media platforms.
- Issuing press releases & organising public engagement events to raise the profile of the trust
- Liaising with the I Catch network, The All-Ireland River Trust and other organisations and stakeholders to help achieve the objectives of Nore Vision.

**6. Help develop and run the Nore Vision structures that helps achieve the strategic objectives by;**

- Helping to establish and run regular forum meetings.
- Organising a “who’s who” meeting to connect communities with statutory and state bodies
- Building a “Friends of the Nore” organisation/movement.
- Helping to organise regular conferences, meeting, best practice demonstrations, walks etc
- Establishing a Volunteer package and Membership Package for supporters of Nore Vision.

**7. To carry out other initiatives and tasks as required.**

## **SMART Objective for 12 month period 2024 - 2025 (June - May)**

SMART objectives for the 12 month period will be agreed with the employee based on a performance management system including an incentive of €2000.

### **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. Hybrid working arrangements can be considered.

### **Annual Leave**

### **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 six 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.

- Delivering the NRCT Strategic Objectives throughout the catchment
- Preparing project proposals and submitting funding applications
- Identifying and motivating volunteer communities to implement projects
- Liaising with State, Statutory and other organisations and putting together collaborative programmes.
- Getting community volunteers engaged, trained, and implementing and running local initiatives
- Overseeing Leader funded training in Counties Kilkenny and Laois
- Collaborating and co-ordinating programmes with state and statutory bodies that communities help execute
- Strengthening the Board with programme preparation, cashflows and business planning
- Promoting and ensuring good collaboration and communication between all groups, agencies and individuals.
- Issuing press releases, organising public engagement events to raise the profile of the trust and managing website and social media
- Liaising with the iCatch network, The All-Ireland River Trust and other organisations and stakeholders

**Application should be made in writing and including CV and cover letter to Mr Bob Wemyss, Chairperson, NRCT via email [chairperson@norevision.ie](mailto:chairperson@norevision.ie) no later than Friday 1st March 2024. All queries should also be sent to the above email address.**