

Old Snuff Mill Warehouse
Park Lane, Bewdley
Worcestershire DY12 2EL
Tel 01299 403055/101
www.floodforum.org.uk



SOUTHWELL FLOOD PROJECT OFFICER

Number of jobs	1
Region	Nottinghamshire
City/Town	Southwell
Post Type	Fixed term – completing September 2019
Working Pattern	Full time – 37.5 hours per week. Part time considered
Role Type	Operational delivery
Salary Range	£21,000 - £25,000
Security checks	DBS check required

Contact and additional information

- This position could be home based or based with a local partner. There will be extensive partnership working
- A full driving licence and access to a car is very desirable for the role
- The role will involve evening and weekend work
- Whilst the project is based in Southwell, you will need to travel for training purposes and possibly to undertake projects elsewhere.

Job description

The appointment of the Southwell Flood Project Officer is part of an Interreg programme known as FRAMES. You will be working in partnership, alongside Trent Rivers Trust who are undertaking Natural Flood Risk Management activities to reduce flood risk.

Day to day you will work directly with members of the public in Southwell and liaise closely with external organisations to drive forward projects. You will be line managed by the National Flood Forum. A key element to successful delivery will be to participate in a project working group and the project will be guided and overseen by a Project Board.

Southwell Flood Forum is a well-established voluntary group which is keen to develop and implement a wide range of projects that will help to reduce the risk of flooding in Southwell, that will help to keep people safe and which will contribute to further develop a culture of adapting to live with water.

The role will provide capacity, skills, enthusiasm and drive to help Southwell Flood Forum achieve this, working with partners to make it happen. It will help communities to work in partnership with flood risk management agencies and a range of other organisations to better manage flooding and its impacts in Southwell. This will involve working with Southwell Flood Forum and a number of organisations to progress a suite of projects during the project period.

We are looking for someone warm and approachable, who will work in Southwell and potentially other areas in and around Nottinghamshire. You may also need to travel for training and as part of the project. You will need to be able to engage appropriately and effectively with grass root communities at risk of flooding, as well as professional organisations, and have proven project management and delivery skills.

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Co-workers

The National Flood Forum team is small, intimate and extremely supportive of one another. Officers work in projects across the country but speak and meet on a regular basis. Training and experience is gained alongside these officers in their areas of work.

Competencies - experience and skills required

You will:

- Have experience of and demonstrate excellent written and verbal communication skills, including writing formal reports and the use of IT
- Be highly organised, flexible, able to self-manage and prioritise workloads.
- Have experience of and demonstrate good management of projects
- Have patience, understanding and exceptional listening skills
- Be confident at engaging with all kinds of people over the phone and in person and be able to adapt your behaviour to different situations and people
- Demonstrate excellent partnership working (internally and externally) leading to positive results

To apply

Please send a CV (maximum 2 sides) and supporting statement (maximum 1 side) demonstrating how you meet the requirements.

Send to Jean Timmins, - Jean.Timmins@Floodforum.org.uk or post: National Flood Forum, Old Snuff Mill Warehouse, Park Lane, Bewdley, Worcestershire, DY12 2EL

Closing Date: Friday 9th February 2018 at 23:55 hours. Interviews are likely to be on 5th March 2018.

The National Flood Forum Equal Opportunities Monitoring Form

The National Flood Forum believes in equal opportunities.

We want to make sure that we are an equal opportunities employer in practice, which is why we want to monitor our recruitment procedures. We will separate this part of the form from the rest of the application. It will not form part of the selection process.

Please tick the appropriate boxes:

1. Gender
 Male Female Prefer not to say

If you are undergoing the process of gender reassignment, please tick the box that applies to your future gender.

2. What age group do you belong to?
 18-25 26-35 36-45 46-55 Over 55 Prefer not to say

3. Do you consider that you have a disability?
 Yes No Prefer not to say

4. Do you have a disability as defined by the Disability Discrimination Act?
 Yes No Don't know Prefer not to say

5. Do you consider that you have a long-term health problem?
 Yes No Prefer not to say

6. How would you describe your religion or belief?
My religion or belief is _____

- I have no religion or belief Prefer not to say

7. How would you describe your nationality?
 British English Scottish
 Welsh Irish
Other (please describe) _____

8. How would you describe your ethnic origin?

White/Mixed

White

White and Black
Caribbean

White and Black
African

White and Asian

Any other Mixed background (please describe)

Asian

Indian

Pakistani

Bangladeshi

Any other Asian background (please describe)

Black

Caribbean

African

Any other Black background (please describe)

Chinese

Chinese

Any other ethnic group/background, please describe

Prefer not to say

Thank you for your help.