

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



TRAINEE FLOOD ENGAGEMENT OFFICER

Number of jobs	1
Region	County of Kent
Post Type	Contract – to June 2023
Working Pattern	Full Time – 37.5 hours per week
Role Type	Trainee Project Officer
Salary Range	£19,000 – £25,000
Security checks	DBS check required

Contact and additional information

- This position is Home based but it will be necessary to work across the County of Kent.
- A full driving licence and access to a car is essential for the role
- The role will involve regular evening meetings and occasional weekend work

Job description

The job involves working on the BRIC (Building Resilience in Flood Disadvantaged Communities) project which is funded by the European Regional Development Fund. The priority of the project is to build resilience in flood disadvantaged communities. The role we are seeking helps communities to work in partnership with flood risk management agencies to better manage flooding and its impacts in their area. This will involve working with communities at flood risk and agencies using methodologies developed by the National Flood Forum and used successfully around the country.

Personal attributes

We are seeking someone warm and approachable, who will be required to work in Kent and potentially other areas in England & Wales. 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 be extremely well organised. Day to day you will work directly with members of the public in communities and liaise closely with external organisations.

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. This may involve extensive travel and overnight stays.

Competencies - Experience and skills required

- You will need to have experience and demonstrate excellent written and verbal communication skills, including the use of IT such as MS office. ArcGIS experience is not essential but would be useful.
- You will need to be highly organised, flexible, able to self-manage and prioritise workloads.
- You will need to have experience of, and demonstrate good management of projects and writing formal reports

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- You will need to have patience, understanding and exceptional listening skills
- You will need to 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
- You will need to demonstrate excellent partnership working (internally and externally) leading to positive results

For further details about the role or informal discussion please contact Amanda Davies on amanda.davies@floodforum.org.uk or telephone 01299 403101

To apply

Please send a CV (maximum 2 sides) and a 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: Tuesday 8th April 2021 at 23:55 hours. Interviews will take place online during April.

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.