



Ymddiriedolaeth Natur
Sir Faesyfed
Radnorshire
Wildlife Trust

Citizen Science Programme Manager – Contract - Friends of the Upper Wye

Working base: Home and RWT Warwick House in Llandrindod Wells

Reporting to: Friends of the Upper Wye trustees and Radnorshire Wildlife Trust (for HR issues)

Responsible for: Managing Friends of the Upper Wye's citizen science project

Fee: £180 per day – working on a contractor basis

Fixed Term: 12-month contract – subject to a 1-month probationary period.

Working Hours: 22.5 hours per week - 3 days - to be worked flexibly but ideally based on core hours Monday to Friday between 8am and 6pm, with occasional evening and weekend working.

Disclosure: As this post involves some contact with children and volunteers, employment will be subject to a successful Standard Disclosure & Barring Service check.

Contract Status: As a contractor, you will be responsible for your own tax, pension and national insurance.

Job description

The Citizen Science Programme Manager will be responsible for overseeing and managing Friends of the Upper Wye's citizen science water quality monitoring project and working to extend its reach and impact.

We currently have 130 citizen scientists regularly testing water quality in the Wye catchment, and many volunteers awaiting training to join our project. The Manager will be coordinating a team of around 200 volunteers.

Volunteer insurance and the health and safety framework are currently provided by Radnorshire Wildlife Trust (on the Welsh side) and Herefordshire Wildlife Trust (on the English side), so you will liaise with the Wildlife Trusts on these matters as appropriate.

You need to keep our incredible volunteers engaged, motivated and well-informed. You will need to send regular emails updating them on news and organise meetings and social events.

You need to keep our volunteers topped up with testing supplies, mainly via the four equipment hubs we operate across the Upper Wye catchment. You need to keep track of equipment, ordering and distributing new stock as needed.

You will need to keep across the data being collected by our volunteers in order to identify pollution hotspots on the Wye, investigate their causes and advocate for their resolutions.

You will work to improve the accuracy of the data collected. To ensure that the data being collected is of the highest quality, you will seek to correct any inconsistencies in the data and reach out to volunteers who may need help to improve the accuracy of their data collection.

You will collaborate with other interested parties to maximise the utility and impact of our data. In particular, you will work closely with the Environment Agency, Natural Resources Wales and Dwr Cymru Welsh Water to ensure that they are making the best use of our data.

You will help us to communicate our findings and tell stories about our project, our volunteers and our discoveries.

You will strategically assess the coverage of our volunteer network and seek to fill any gaps by actively recruiting volunteers in areas which are not currently being monitored and/or build up capacity on key tributaries so that we can investigate pollution hotspots with greater precision. You will help to organise training sessions for new volunteers by identifying suitable training venues and liaising with the trainers and volunteers to ensure the training sessions run smoothly and successfully.

You will be passionate about using the data collected by our volunteers to inform and drive change to clean up the Wye. You can be enterprising and innovative in how you achieve this.

You will support Friends of the Upper Wye to communicate and campaign with the citizen science work and fundraise for its future.

Main responsibilities of job

1. Day to day management of the FOUW citizen science programme, to include:

- (a) Managing and enrolling new volunteers, ensuring their personal information is recorded and stored in line with data protection requirements.
- (b) Managing, organising and assisting with the delivery of the volunteer training.
- (c) Ensuring existing volunteers' queries, questions and requirements for replenishment of water quality test consumables are responded to and met.
- (d) Keeping volunteers informed, engaged and motivated by sending regular communications and organising meetings.
- (e) Ensuring sufficient stock of consumables and equipment is kept, in liaison with the FOUW treasurer (to authorise payments)
- (f) Review data submissions and work to resolve any arising issues with data quality or submission, escalating to FOUW Trustees as necessary
- (g) Lead on programme expansion, identify gaps in the volunteer network and find replacement volunteers to fill gaps as volunteers withdraw from the programme.
- (h) Innovate or improve any existing processes which enhance the volunteer experience with FOUW as the volunteers travel on their journey with FOUW
- (i) Work with FOUW volunteer analysts and partner organisations involved in data analysis to help maximise the impact of the evidence collected by citizen scientists.

(j) Monitor incoming data and communication from volunteers to alert trustees to potential pollution hotspots and stories and case studies for the media. Generate ideas for communicating our findings to the public.

(k) Act as central hub and coordinator of any Health and Safety issues connected with the FOUW volunteers and our insuring partners, the Wildlife Trusts, for Herefordshire (for volunteers in England) and Radnorshire (for volunteers in Powys)

2. Strategic organisational development

(a) work with Trustees to build or maintain relationships with key stakeholders or partners, including but not limited to: Natural Resources Wales, Welsh Water, the Environment Agency, other citizen science groups, Mott MacDonald (social responsibility programme) and local Wildlife Trusts.

(b) Lead in developing and delivering a programme of outreach work within the community, to include schools and also an annual showcase of the programme's successes, data collected, and achievements. The first of these was called Wye July and held at Hay Castle on 10th July 2022. At public events, we always recognise and promote the value of working with the Wildlife Trusts and encourage audiences to join the Trusts as members.

(c) To advocate for positive improvements in the water quality status of the River Wye SAC.

(d) Coordinate the distribution and use of the data collected by volunteers so that maximum impact and effect can be extracted from the valuable data.

(e) Develop communication strategies to use our data and the experiences of volunteers to tell stories which build public understanding and awareness.

(f) Provide regular updates to Trustees concerning the health of the project, the morale of the volunteers and as necessary advise of potential approaching risks.

(g) Ensure any policies that FOUW have are reviewed and updated on a three year cycle or as necessary.

(h) Assist with fundraising for the future of the project.

Our ideal candidate

We're looking for a dynamic, enterprising person who is highly organised, confident working with data and good with people - and who, most importantly, is passionate about improving water quality for the Wye.

We're looking for someone who will be a strategic leader for citizen science and who is also happy to take a hands-on role with the training, organisation and motivation of volunteers.

Essential

Professional, self-motivated and well organised.

Works to high standards, with attention to detail.

Excellent verbal and written communication.

Good with people - friendly, approachable, personable.

Confident dealing with volunteers, the public and a broad range of partner organisations.

Experience and understanding of data collection, analysis and reporting.

Confident dealing with project management, co-ordination, and delivery against budgetary constraints.

Practical experience in relation to motivating people (volunteers or staff).

Good understanding of general office systems and administration practices, including data management. Good IT skills, including proficiency working with spreadsheets.

Able to present complex ideas to a range of audiences.

A self-starter who is willing to solve problems as they arise, with an ability to organise and manage multiple tasks without supervision.

A willingness to: work at weekends and outside standard office hours as required; take part in occasional work out of doors (sometimes in inclement weather); regularly travel around the Wye Catchment area (travel expenses will only be covered within the Wye catchment).

Ability to work independently as well as collaboratively in a positive team environment.

Full driving licence valid in the UK and access to a car.

Desirable

Knowledge and/or enthusiasm for wildlife conservation, especially rivers and water quality.

Scientific background or appropriate experience in hydrology issues.

Knowledge of Health & Safety practices, especially in a charity setting.

Experience in social media or communications.

Experience of teaching and/or delivering training courses.

Welsh language skills.

Experience of fundraising.

Live within the Wye Catchment

Who We Are

Friends of the Upper Wye (FOUW) is a grassroots community group which formed in 2020 to protect the River Wye, covering the upper reaches, from the source at Pumlumon to the river's confluence with the River Lugg at Mordiford in Herefordshire. FOUW became a registered charity in 2022.

We have already trained around 130 citizen scientists, who monitor water quality in the Upper Wye catchment. We have many more volunteers awaiting training and aspirations to grow our network.

FOUW has a close working relationship with Radnorshire Wildlife Trust and Herefordshire Wildlife Trust, who have supported our citizen science project from its inception. The Wildlife Trusts provide insurance for our volunteers, covering England and Wales. Radnorshire Wildlife Trust is acting as the official employer for this role, though all duties will relate to managing FOUW's citizen science project.

Radnorshire Wildlife Trust is one of 46 Wildlife Trusts working across the UK and one of 5 within Wales.