

DEVELOPMENT LEAD - CHALK STREAMS IN THE CITY (MATERNITY COVER)

Reports to:	Engagement Manager
Purpose:	Lead the development of the Trust's Engagement Strategy and delivery application as part of the development phase of Chalk Streams in the City funded by the National Lottery Heritage Fund.
Responsible for:	Volunteering Officer, Contractors, Partners, Volunteers
Location:	Hybrid work at home and in the office based in Leatherhead with travel across the South East, particularly South London and Surrey. Minimum twice monthly office attendance in addition to site visits and attendance at external meetings.

SERT is seeking an experienced and passionate Community Engagement professional with a strong background in volunteer management to provide maternity cover for the Development Phase of the Chalk Streams in the City project.

This National Heritage Lottery-funded initiative aims to revitalise four rare urban chalk streams across London - restoring 75 km of vital habitat and inspiring 20,000 people through hands-on restoration, citizen science, and educational outreach. Your role will lead the Development Phase of this ambitious project and involve comprehensive project management, including coordination of SERT staff and external partners like Wild in the City and Twinkl Publishing Limited.

A key responsibility will be to lead the development of SERT's first Engagement Strategy - a blueprint for inspiring, engaging, and empowering communities across Southeast England to connect with, value, and protect their rivers long after this project ends. To support this, you'll oversee a consultation programme with key stakeholders, including volunteers, supporters, schools, and online audiences.

In parallel, you will manage the Volunteering and Engagement Programme in London, directing the Volunteering and Engagement Officer in delivering events and citizen science activities aimed at enhancing community involvement. Finally, you will lead the development of the Trust's Delivery Application to the Heritage Fund, co-creating the project with partners and ensuring it includes a robust Activity Plan and budget.

Although temporary, this role offers an exceptional opportunity to build highly valuable experience in strategic project management, collaborative programme design, and large-scale funding development - making a significant contribution to river conservation while strengthening your CV and future career prospects.

This project is made possible with funding from The National Lottery Heritage Fund, with thanks to National Lottery players.

Key duties & responsibilities

1. Leadership of Chalk Streams in the City

- Ensure the successful execution of the Chalk Streams in the City Development Phase according to the approved application and budget.
- Cultivate and maintain strong external partnerships to ensure a smooth transition into the Delivery Phase.
- Implement best practices in project management, including regular project board meetings, meticulous budget oversight, milestone tracking, and proactive risk management.
- Coordination of contractors responsible for digital marketing, audience development, activity planning, evaluation, and market research during the Development Phase.
- Identify and foster opportunities for project expansion through collaboration with eNGOs, government agencies, businesses, volunteers, local communities, and other stakeholders.
- Be responsible for compiling all necessary documentation, including a comprehensive Activity Plan and a well-structured budget for the submission of the Delivery Phase application.

2. Development of Volunteering, Education and Outreach Strategy

- Plan and execute a series of consultation events to gather insights from volunteers, supporters, web users, and schools, shaping SERT's strategy.
- Develop and test new events and programmes based on consultation feedback, collecting valuable data to refine the strategy and inform the Delivery Application.
- Work closely with Wild in the City on the pilot of Nature Connectors with chalk streams, engaging people of colour with nature.
- Assist the Engagement Manager in crafting a Funding Strategy, with an emphasis on expanding corporate volunteering and sponsorship opportunities.

3. Leadership of the Trust's Volunteering and Engagement Programme in London

- Manage the Volunteering and Engagement Officer, providing effective leadership and support to ensure their professional growth and success.
- Oversee the Volunteering and Engagement Programme for London, ensuring the delivery of high-quality, safe, and impactful events for volunteers, fostering strong community involvement.
- Oversee the management of the Trust's citizen science programmes in the London.

Person specification

Essential

- ✓ Hold a relevant degree or have significant experience in a relevant area. e.g., geography, environmental science, community engagement.
- ✓ Proven track record in leading community engagement initiatives, particularly in environmental or conservation projects.
- ✓ Extensive experience in volunteer management, including organising practical, outdoor events and citizen science programmes relating to river conservation.
- ✓ Demonstrated success in managing projects, including budget management, milestone tracking, and risk management.
- ✓ Proven ability to develop and maintain partnerships with external organisations, including NGOs, government agencies, and businesses.
- ✓ Excellent written and verbal communication skills, with the ability to engage and inspire diverse audiences.

- ✓ Ability to develop and implement strategic plans, including the development of new initiatives and funding strategies.
- ✓ Familiarity with chalk streams and their ecological importance.
- ✓ Have strong IT skills (email, Excel, Office, PowerPoint).
- ✓ A full driving license and access to a vehicle insured for business use.

Desirable

- ✓ Line management experience.
- ✓ Experience of National Heritage Lottery Funding for £250k+ applications.
- ✓ Experience securing grants or business sponsorship through corporate initiatives.