
Thames Catchment NFM Adviser **Grade: 9**

Directorate: Conservation

Location: Slimbridge, London or home-based within the Thames River Basin District

Reporting to: Senior Project Manager (Nature-based Solutions)

Main function of post: To manage a programme of work in the Thames catchment to integrate natural flood management (NFM) into the strategies and delivery programmes of local authorities and other key stakeholders. To manage the outputs and objectives of the project working closely with the funder and core partner Thames Regional Flood & Coastal Committee (Thames RFCC).

Supervisory responsibilities: None

Responsibilities of the post

1. Effectively and efficiently manage the Thames RFCC NFM project, providing reports to internal and external committees as required.
2. Provide the targeted capacity and expertise necessary to facilitate the adoption of NFM in the Thames RFCC area and work closely with the Thames RFCC's existing team of Thames Flood Advisors and others to develop this capacity and expertise.
3. Work with Thames RFCC and other key stakeholders including local authorities and catchment partnerships to support demonstration projects at sub-catchment level that demonstrate NFM's effectiveness at a larger scale.
4. Build relationships with wider stakeholders including community groups, landowners and environmental charities to develop a pipeline of NFM projects that benefit both wildlife and people.
5. Ensure that WWT's Project Management Framework processes are followed whilst also being mindful of the external-facing nature of this project.

6. Take responsibility for budgeting and managing project resources, including signing off on project expenditure within approved limits (and escalating where necessary).
7. Ensure that successes and updates from the project are communicated through WWT's internal channels.
8. Ensure that project goals are realistic and practical and develop and manage appropriate strategies for achieving these goals.
9. Document and identify lessons learnt from projects, from both positive and negative examples, and drive the incorporation of best practices into future project delivery.
10. Act as an important source of knowledge and represent WWT to external audiences in the field of natural flood management and effectively brief others as appropriate.
11. To contribute to internal reports and other publications/messaging as required by their line manager and/or the Head of UK Programmes.
12. To work alongside volunteers encouraging, developing and supporting them in their work for WWT, ensuring that they have a positive volunteering experience.
13. To be responsible for working within the WWT health and safety policy and guidelines ensuring that the health, safety and wellbeing of yourself and others is an integral part of how you work.
14. To be responsible for engaging with the WWT Sustainability Statement, being aware of negative environmental impacts and incorporating sustainable ways of working within your role.
15. To interact with our visitors and supporters in a positive way, shaping unforgettable experiences and helping them understand and connect to wetlands.
16. To ensure that in the course of your work you adhere to the WWT Data Protection policy and standards.

In addition to the duties and responsibilities listed, the post holder is required to perform any other reasonable duties that may be assigned by the supervisor shown above, from time to time.

Date raised: July 2022

Amended: June 2025

Person Specification

1. Qualifications

Essential:

- Current driving licence as the ability to travel to other locations is essential.

Desirable:

- Degree-level qualification in a relevant field.
- A recognised qualification or accreditation in project management (e.g. PRINCE2, APM accreditation).

2. Experience

Essential:

- Experience of working in natural flood management; either from a practical or catchment management perspective.
- Knowledge of the full range of interventions available to deliver natural flood management benefits from small sub-catchment to full catchment scales.
- Experience in report production.
- Experience of successful project management including managing budgets.
- Experience in networking, partnership building and relationship management.
- Excellent IT skills including use of Microsoft Office Outlook, Word, Excel and PowerPoint.

Desirable:

- Experience in using GIS software such as ArcGIS.
- Knowledge and experience of physical survey techniques such as topography, soils and hydrology surveys.
- Experience in managing statutory grants.

3. Managerial & Supervisory

Essential:

- Ability to lead, manage and motivate a project team.
- Ability to work effectively with others, engaging multi-functional and cross-directorate teams in project delivery.

Type of team member	Number managed (No. of direct reports)	Number supervised
Employed staff	0	0
Volunteers	0	0
Casual Workers	0	0

4. Responsibility

Essential:

- Ability to take responsibility for projects and prioritise resources accordingly.
- Excellent self-management skills to work independently, autonomously and as part of a team, using own initiative and being flexible and adaptable.
- Ability to carry out tasks to a high standard.
- Ability to deliver tasks to time and budget.

Levels of Responsibility:

Type of Responsibility	Level (£'s)
Budget Responsibility	Up to £1,000
Income	£50,000+ per annum
Project Size (normally managed)	Medium
Assets (required for job, exc. buildings)	£0
Visitors (number per annum)	N/A

5. Creative Ability

Essential:

- Good problem-solving skills and an eye for detail.
- Ability to be resilient in overcoming barriers, recovering from setbacks and identifying lessons learnt.
- Excellent planning and organization skills to deliver work to agreed timescales and standards.

6. Contact

Essential:

- Excellent written and oral communication skills to write reports and deliver presentations.
 - Ability to represent projects effectively to partners/stakeholders and at external events.
 - Effective team-working and collaboration skills.
 - Excellent interpersonal skills including being able to negotiate, give feedback, persuade, influence, deal with conflict, influence, and work effectively with groups and individuals including those with differing perspectives and in challenging circumstances.
-

General Notes

This position will from time to time require work during some evenings, weekends and public holidays to meet the needs of the post.