

# WATER POLICY MANAGER JOB DESCRIPTION



## IDENTIFICATION OF JOB

<b>Job Title:</b>	Water Policy Manager
<b>Team:</b>	Living Landscapes
<b>Working Base:</b>	Newark
<b>Responsible to:</b>	Senior Policy Manager (Land Management)

## OVERALL PURPOSE OF JOB

- Use evidence, data and stories from across The Wildlife Trusts' movement to demonstrate to decision-makers that wildlife-rich catchments and ecological solutions should be centre-stage in flood-risk and drought management, and in water purification.
- Lead the development of key policy areas related to catchment management and wetlands to help position The Wildlife Trusts (TWT) as key instigators of change; and to advocate these policies at a high level.
- Develop partnerships and relationships with water industry and statutory bodies (including the Environment Agency) and other NGOs.
- Ensure the development of a greater awareness of TWT's catchment and wetlands work, internally and externally, to achieve: (a) support for strong water for wildlife policies; (b) continued action on the ground; (c) strong relationships with key supporters, and (d) join up between individual Wildlife Trusts and NGO partners.
- Support the development and implementation of the Wildlife Trusts' strategy for freshwater.
- Support the delivery of national campaigns for nature's recovery.

## MAIN RESPONSIBILITIES

**Support the development of key policy areas related to catchment management and wetlands to help position The Wildlife Trusts as key instigators of change; and to advocate these policies at a high level.**

- Exert influence on water management legislation, policy and information relating to internal campaigns by positioning TWT with key stakeholders, liaising with partners, building relationships, networking and inspiring others.
- Ensure coordination of catchment management policy work across TWT by providing and sourcing expertise within TWT to develop policy, coordinate responses to consultations and identify opportunities to secure influence, profile and resources.
- Represent TWT on relevant working groups and sub-groups, and form partnerships to maximise influence over key issues.

**Ensure the development of a greater awareness of the movement's catchment management and wetlands work, internally and externally, to achieve: (a) support for strong policies; (b) continued action on the ground; (c) strong relationships with key supporters, and (d) join up between individual Wildlife Trusts and NGO partners.**

- Improve communication of water policy issues and TWT's project delivery by overseeing the production of informative updates, and briefings.
- Work creatively to promote TWT's wetlands and catchment work by contributing to publications, responding to media enquiries and developing publicity material in conjunction with communications staff.
- Work collaboratively with colleagues to ensure catchment management policy issues are integrated with other areas of TWT policy work (e.g. agriculture, marine, planning, species recovery).

### **Support the delivery of national campaigns for nature's recovery.**

- Contribute to the delivery of national campaigns by providing technical expertise, case studies, practical support and assistance where necessary.
- Work with colleagues at country, regional and local levels to support their input to TWT campaigns to help create political momentum and mobilise TWT membership.
- Highlight external threats to nature conservation and/or TWT in respect of water management – and pursue any opportunities to promote nature conservation and/or TWT.

### **Develop partnerships and relationships with water industry, statutory bodies & government and other NGOs**

- Identify opportunities and facilitate the development of partnerships, e.g. between groups of individual Wildlife Trusts and Water Companies, between TWT and statutory bodies (e.g. Environment Agency) and with other NGOs.
- Represent TWT on relevant working groups and sub-groups, and form partnerships to maximise influence over key issues.
- Help to secure external funding and resources for relevant programmes and projects.
- Promote the interests of TWT in negotiations and programme development & delivery at a national level, particularly in relation to catchment management.

### **Other expectations**

- Attend meetings and conferences making high level, inspirational presentations as necessary.
- Act as an ambassador for TWT on catchment management, wetland and freshwater issues.
- Maintain up to date knowledge of all relevant areas of work.
- Be sensitive to and develop an understanding of the extent and nature of devolution to the component parts of the UK.
- Contribute to work planning and reporting.

# **WATER POLICY MANAGER PERSON SPECIFICATION**

## **Key Competencies**

- Effective and inspiring communicator – verbal and written.
- High level negotiation and influencing skills.
- Excellent analytical skills, including research and interpretation of information.
- Excellent project management, organisation and prioritisation of workloads.
- Good IT skills – word processing, spreadsheets, databases and communication tools.
- Excellent team working skills.
- Ability to motivate others and show leadership in this field within TWT.
- Application of the principles of customer care.
- Professional, business-like approach.
- Takes ownership and responsibility.
- Commitment to wildlife conservation and ideally, an understanding of The Wildlife Trusts' movement.

## **Experience**

- Proven experience of working with nature conservation organisations, public and voluntary sectors.
- Substantial experience of working on catchment management, wetland and freshwater issues, including policy and strategy.
- Substantial experience of facilitating, advising, influencing and networking with a wide range of people.
- Proven experience of project, people and financial management, including consultants and external agencies.
- Experience of information and communication processes, including creating publications.

## **Knowledge and Skills**

- Able to apply knowledge of catchment management, wetland and freshwater policy and practice.
- Understanding of the organisation of strategic catchment management at all levels in the UK.
- Effective at sharing information and seeking consensus.
- Information management, including relevant IT systems.
- Basic publishing processes and presentation.
- Able to utilise organisational systems and processes to carry out project, people and financial management.

## **Measurements of Success**

- Higher external profile of TWT's catchment management, wetland and freshwater work.
- Development of corporate and other partnerships.
- Improvement of internal communications on TWT's catchment management, wetland and freshwater work.

**The post will require travel and possible overnight stays at conferences and occasional evening meetings. A commitment to the cause of The Wildlife Trusts would be valuable.**