

## Invitation to tender: Sussex Flow Initiative Project Officer

**Contract title:** Sussex Flow Initiative (SFI) – Project Officer

**Contract start Date:** ASAP / 1<sup>st</sup> September 2017

**Contract end Date:** 31st of March 2018

### Background

Since 2012, the Sussex Wildlife Trust, the Environment Agency and the Woodland Trust have been delivering an innovative Natural Flood Management pilot project on the Ouse river catchment in East Sussex, called Sussex Flow Initiative - [www.sussexflowinitiative.org](http://www.sussexflowinitiative.org).

The central purpose of the SFI project is to demonstrate and promote a catchment scale approach to flood and water management, whilst maximising multiple benefits to communities and to the natural environment. Over the last five years, SFI has been trialling Natural Flood Management (NFM) techniques to help develop long term, low impact, sustainable and low cost actions which reduce downstream flood peaks and support sustainable land use alongside traditional flood risk management in urban and rural areas.

As a partnership project, SFI is helping to gauge the potential for Run-off Attenuation Features (RAF's) and other interventions to contribute to NFM in lowland Britain, in collaboration with stakeholders, communities and landowners. The project focuses on doing this through Delivery and Advocacy.

In 2017, the Environment Agency (EA) launched a national NFM campaign, aimed at formalising the use of NFM into day to day flood risk management practice. Although the contract will focus on the Ouse catchment, the SFI officer will have a role to play in working with the SFI Project Manager to train others in NFM delivery, to disseminate best practice and to embed NFM in catchment partnerships, local flood action groups etc.

Some NFM methods take time to become effective, and there is an ongoing need to evidence their benefits. The contractor will help to produce evidence of NFM benefits, and will work with others to support research into NFM, as well as producing coherent and evidenced literature on NFM techniques.

**See map at end of document for project area including Uck and Lewes District focal areas.**

### The Role

The contractor will report to the Sussex Wildlife Trust, whilst working to deliver the project outcomes set by the SFI steering group. The contractor will be supported to deliver the following project outcomes on behalf of the Sussex Flow Initiative partnership in the financial year 1<sup>st</sup> April 2017 – 31<sup>st</sup> March 18 :-

**Delivery: (Expected to be 70% of successful contractors focus).**

- Collating / interpreting an evidence base to target NFM / landowner work – including ARC-GIS mapping
- Working with project partners, contractors and volunteers to deliver on-site projects in a timely and cost efficient manner including :-

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- Creating 5 ha of 'priority' water dependent and/or habitat of principal importance (NERC Act) including hedgerows, woodland, standing open water and floodplain washland
  - Delivering Ringmer pond project (contract supervising and planning updates) & creating one other flood storage pond via pond creation or pond dredging.
  - Support the work of Newcastle University in developing the SHETRANS flood model Delivering the Banks farm project with Ouse & Adur Rivers Trust (OART). This primarily involves floodplain woodland planting and the creation of seasonal water storage features.
  - Writing the Longford Stream sub catchment plan in collaboration with the Project Manager & Ouse and Adur Rivers Trust in line with previous sub catchment plans prepared by SFI
- Achieving agreed project milestones and an agreed plan of works
  - Mapping and quantifying the uptake and success of capital and habitat works
  - Undertaking appropriate Health and Safety assessments and procedures

### **Advocacy : (Expected to be 30% of successful contractors focus).**

- Working with Project manager, SFI Steering Group and catchment partnerships to promote SFIs experience of NFM implementation in lowland catchment delivery in the Ouse catchment. Some pan-Sussex advocacy may also be needed.
- Running 2 landowner workshops with OART & 1 training event for communities / stakeholders
- Producing technical advice sheets with Project Manager
- Managing and responding to media interactions with support of SWT / WT
- With Project Manager, writing an end of year report detailing project successes and milestones
- Engaging with and advising community groups, landowners, and other stakeholders on NFM measures and their wider benefits
- Maintaining website & facebook page content (Project Manager led)

### **Payment schedule:**

The amounts, details and the frequency of payments throughout the project will be based upon the tender response and agreed at contract negotiation stage. The contract anticipates 35 hours a week project officer input. Invoices will be submitted monthly in arrears, stating a brief breakdown of how time was spent in the relevant period. ***The contractee is expected to pay National Insurance and Tax as a self employed individual***, and to maintain at their own cost an appropriate policy of insurance including public and professional liability. Travel costs by car can be reimbursed at 45p per mile for the first 40 miles, and 20 p per mile thereafter. Other costs will be reimbursed upon the production of valid receipts. A small budget is available for training and materials. A laptop, ARC GIS licence and relevant datasets can be provided, and some in-house GIS support is available. Health and Safety equipment (life jacket, throw line, waders) are provided and a small budget is available for equipment. Tools can be borrowed from SWT with prior agreement.

The SFI project has been running for 5 years, and the Steering Group is committed to continuing its work in the long term. At the end of the contract period there is scope for an extension following successful completion of outcomes and when funding is successfully secured.

The contract involves working closely with SWT Living Landscape Officer, who will project manage, train and support the contractee. The overall strategic direction of the project will be led by the SFI Steering Group (EA, SWT, WT)

**Project consultant requirements, attributes & qualities**

**Experience**

**Essential**

- Experience of working with landowners and a range of other stakeholders
- Experience of working with volunteers and contractors
- Experience of delivering practical conservation tasks
- Experience in the collation, interpretation and presentation of ecological information and professional reports

**Desirable**

- Experience of working at a catchment scale
- Experience in the science of ecology & NFM
- Website management skills
- Experience of working with research institutions
- Experience of NFM and RAF delivery

**Knowledge**

**Essential**

- An understanding of NFM types/ techniques and the role they play in landscape and flood management
- A working knowledge of environmental & conservation policy and issues (particularly flood related)
- An understanding of riparian and landscape ecology
- An understanding of monitoring and research and their practical applications
- An understanding of health and safety issues

**Desirable**

- An understanding of the Water Framework Directive and its implications and practical applications at a local scale, particularly via catchment partnerships
- Knowledge of agricultural policy and practice, and of relevant landowner incentive schemes
- An understanding of the legal restrictions relating to watercourses and protected species and sites

**Skills**

**Essential**

- Good communication skills showing enthusiasm, diplomacy & persuasiveness
- Previous experience of advocacy and partnership working
- Able to work independently with good time management and little supervision
- Effective IT skills including ARC- GIS
- Good project planning and project management skills
- Full driving licence and access to vehicle

## Tendering process

### Timetable

Stage	Date
Release of <i>Invitation to Tender (ITT)</i>	17.7.17
Submission of Tenders	To arrive by midday on 18.8.17
Deadline for questions relating to tender	Up to end of play 16.8.17
Proposed timetable after submission of tenders. This will be subject to change and dependent on the number of bidders.	
Tender evaluation	18.8.17
Interview	25.8.17 tbc
Tender result notification	Latest 4.9.17
Award of contract & signing	A.S.A.P after 4.9.17
Pre-project start meeting	Subject to Contractee / PM availability
Contractor start	A.S.A.P

### Postal address for submission

All hard copy documents submitted should be addressed to ;

Fran Southgate  
Sussex Wildlife Trust,  
Woods Mill,  
Henfield,  
West Sussex,  
BN5 9SD

### Email address for questions and electronic submission of tenders :

[fransouthgate@sussexwt.org.uk](mailto:fransouthgate@sussexwt.org.uk) (preferred contact)

### Telephone contact details :

The Project Manager can be contacted by telephone; however in the first instance correspondence is preferred by email.

Office:	01273 497555
Mobile:	07825 797520

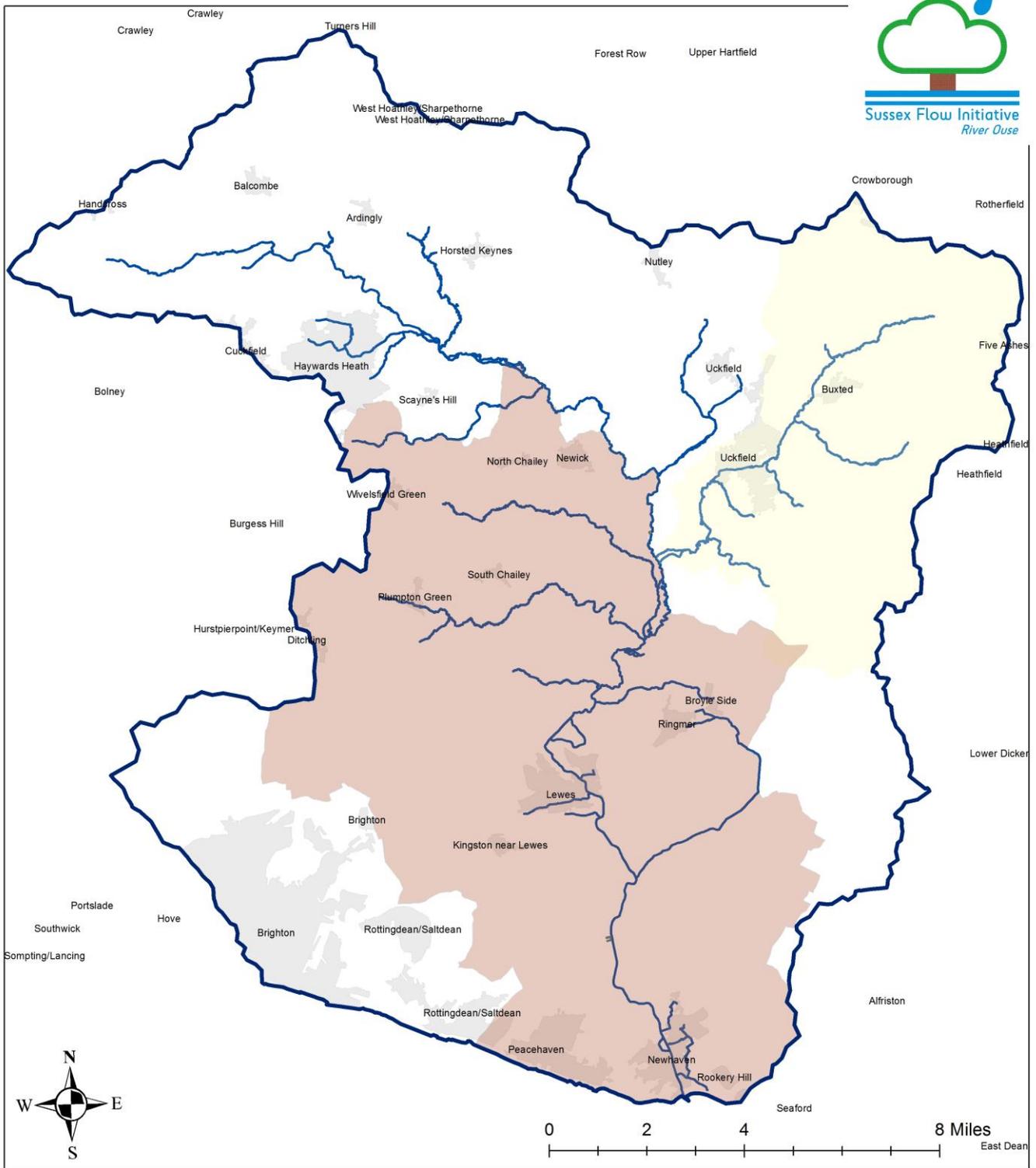
Applicants are encouraged to ring the Project Manager prior to submitting tenders for a discussion about the role



**Sussex**  
Wildlife Trust



# Ouse Catchment Showing Lewes District & Uck Sub-Catchment



**Legend**

**NAME**

- Lewes District
- Uck Catchment
- Urban areas
- Main rivers

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