



**JOB DESCRIPTION**  
**EVENT CONTRACTOR**  
WANDSWORTH,  
MERTON & SUTTON

**REPORTS TO:** Volunteer Support Officer

**RESPONSIBLE FOR:** Volunteers

**LOCATION:** Sites along the River Wandle through Wandsworth, Merton and Sutton

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The Wandle Trust, part of the South East Rivers Trust (SERT), is an environmental charity dedicated to maintaining and restoring the health of rivers and their catchments across the South East of England. SERT is a member of the Rivers Trust and is part of the rivers trust movement, which is described as having “wet feet” because it concentrates on practical improvement, underpinned by good science and best practice, throughout river catchments. Engaging and involving local communities is seen as particularly important, with education playing a key role in promoting an understanding of the value of a healthy river.

The River Wandle, which flows for 23.5 km through south London, suffers from fly-tipping; a serious problem for many urban rivers. Rubbish dumped in rivers pollutes the water and damages the environment and there is an urgent need for this rubbish to be removed to protect the environment for both wildlife and people. However, a loophole in the law means that it is no-one’s responsibility to clear rubbish from the river and it is left to local community groups to deal with the problem.

Over 15 years ago, the Trust started running community cleanups along the river every second Sunday of the month to tackle this fly-tipping. Our Wandle Cleanups are hugely popular, as they provide the community with a safe and enjoyable way to engage with their local river while making a visible and positive difference to the environment. Last year alone, the Trust’s cleanup events attracted 540 volunteers who collectively spent over 1600 hours removing 50 tonnes of rubbish from the Wandle to improve the river for both wildlife and the local community.

SERT is looking to recruit a freelance contractor to organise and deliver our Wandle Cleanups on the second Sunday of every month.

Full training on the delivery of Wandle Cleanups will be given to the contractor prior to leading the activities. The induction will include training in health & safety, Trust policies and then on-site training delivering the events on the day; all paid at the hourly rate.

**Please note this is a freelance position to deliver a series of specific events therefore availability on the second Sunday of each month throughout the year is required as part of the role.**

## KEY DUTIES AND RESPONSIBILITIES

### 1. Event Organisation

1.1. Coordinate with Volunteer Support Officer to organise each event (site visits, risk assessments and advertising)

1.2. Organise the cleaning of gloves from previous event and purchase refreshments and cake

### 2. Delivering each Cleanup

2.1. Load the van at the Wandle Trust garage and drive to site to set up

2.2. Greet and welcome volunteers as they arrive for the event

2.3. Deliver the Welcome Talk and Health & Safety briefing

2.4. Lead and supervise event activities, supporting and advising volunteers on Health & Safety where needed

2.5. Lead and coordinate the team of Volunteer Supervisors, briefing them on their role and tasks during each event

2.6. Organise volunteers to serve refreshments

2.7. Record any incidents or near misses

2.8. Take photographs of the event for the Trust blog

2.9. Represent the Wandle Trust and the work we do for the river environment to the wider public

2.10. Return all equipment to the correct Trust garage and report any replacements required

### 3. After the Event

3.1. Write a short blog post about the event and submit photos to the Volunteer Support Officer

3.2. Submit the completed volunteer sign in sheet to the Volunteer Support Officer

3.3. Report any incidents or near misses to the Volunteer Support Officer

## PERSON SPECIFICATION

Please keep this person specification in mind when completing your application. Knowledge, experience, skills and aptitudes will be assessed through the application process and at interview.

1. PREVIOUS WORK EXPERIENCE	Essential	Desirable
At least one year's experience delivering outdoor, environmental events	√	
Relevant experience leading similar waterway cleanup events	√	
Confident with the use of MS Office, particularly PowerPoint	√	
2. QUALIFICATIONS, SKILLS AND KNOWLEDGE	Essential	Desirable
Knowledge about rivers, the issues they face and how people can help		√
Excellent communication skills with the ability to talk to large groups	√	
Effective leader, able to coordinate a team of Volunteer Supervisors	√	
Driving licence with access to private transport	√	
Experience driving a van	√	

First Aid Qualification

✓

### 3. PERSONAL QUALITIES

Essential Desirable

Ability to inspire, motivate and educate communities about the river and its surroundings

✓

Friendly and welcoming

✓

A good level of personal fitness

✓

## CONDITIONS OF SERVICE

**Salary:** £15.00 per hour, with reasonable travel expenses to and from events covered by the Trust.

**Contract period:** The position is on a freelance basis. The contract is for a fixed term between September 2018 and December 2018. It is hoped this will be extended for future years.

**Driving licence:** A full driving licence is required with access to your own vehicle. There will be access to a van to deliver the events on the day.

**Hours of work:** The Wandle Cleanups take place on the second Sunday of every month throughout the year. The events run from 11am to 3pm and the normal working hours to deliver this is 9am-5pm. Outside of the event, there will be errands to run for which there are no set hours.

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## APPLICATION PROCESS

To apply you need to supply the following:

1. Your latest **Curriculum Vitae** (maximum two sides of A4) – including your postal address, your personal contact details and the names of two referees.
  - (a) A **Letter of Application** (maximum two sides of A4) stating the reasons why you have applied for this position and why you would be a good fit for this role.

Completed applications need to be sent by e-mail to: [jobs@southeastrivertrust.org](mailto:jobs@southeastrivertrust.org) and received no later than 12 noon on Thursday 16<sup>th</sup> August 2018.

Interviews will take place in our Denmark Road offices on **Tuesday 21<sup>st</sup> August** and the chosen contractor will be required to attend the Trust's event on **Sunday 9<sup>th</sup> September 2018** to start training.

All applications will receive an acknowledgement on receipt. If you have any specific questions then do call Polly Bryant on mobile 07833 497599 or e-mail these questions to: [jobs@southeastrivertrust.org](mailto:jobs@southeastrivertrust.org)