



## **The Somerset Eel Recovery Project (SERP)**

### **Project Co-ordinator**

### **Job Description March 2024**

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**The Somerset Eel Recovery Project is seeking an enthusiastic Project Manager to run a series of mini projects to help the recovery of the European eel in Somerset.**

#### **Summary**

<b>Job Title</b>	Project Co-ordinator
<b>Location</b>	Flexible (home-based): Somerset - Wedmore area
<b>Reports to</b>	SERP Project Team
<b>Hours</b>	From 2 hours per week up to 40 hours, flexible, covering both term time and school holiday periods including possible occasional Bank holiday, weekend and evening work. Each week will be different and will build up as the project gets going.
<b>Rate</b>	£12-15 per hour depending on experience (on a self-employed basis)
<b>Status</b>	4-5 month contract: March 2024 – July 2024
<b>Skills / Experience</b>	Delivering environmental projects, working with people, wildlife. Driving. Interacting with school children.

**Start date – immediate**

## Qualifications

The position would ideally suit an ecologist or conservation volunteer or professional seeking a short term exciting environmental project.

## Role purpose

The Project Co-ordinator will be responsible for managing and delivering a series of mini projects in Somerset, based around the Wedmore area, to deliver some of SERP's 2024 initiatives for the recovery of the European eel.

## Key areas of work and relevant tasks

- To co-ordinate the delivery of the 'Eels in the Classroom' project – to approx. 50 local schools – this is the main project of the SERP 24 program. This is physical work - transporting and installing tanks, filling the tanks with water, and then returning to add eels to the tank.
- The collection of water samples for eDNA Monitoring of eel populations
- Organising the making of eel ropes
- Organising the installation of eel ropes on barriers to eel migration
- Liaising with local authorities, agencies, schools, conservation organisations and landowners to gain their support and permissions
- Co-ordinating the work of the wider team and volunteers
- Communicating the work of the projects, via website, social media and local media working alongside our PR person.
- Assist and take part in our Eel Conference 5<sup>th</sup> July 2024 in Glastonbury.
- Possible involvement in the catch and release of migrating elvers over sea barriers/fishing

## Position

The Project Co-ordinator will report to the SERP the team

## Hours and status

- This is a 4/5-month temporary contract, it is difficult to be certain about the exact hours, so the use of a timesheet will be helpful, also this project may be repeated in 2025. This is the first time we have rolled out such a comprehensive school program so flexibility is key.
- It could be a full-time role at times, but could possibly be managed part time: 3 – 4 days a week.

## Qualifications, skills, experience and resources required

- A level or equivalent in relevant subject, e.g. life sciences (essential)
- HND or Degree in relevant subject, e.g. Biology, Ecology, Conservation, Geography (desirable)
- Understanding of natural systems, e.g. water biology, fish biology,
- Ability to manage self and others to deliver projects
- Ability to communicate with a range of audiences, from professionals, to volunteers, to school children
- Full driving licence and your own insured vehicle.
- Own laptop and mobile
- A cleared CRB or equivalent

## Our offer

- £12-15 per hour depending on experience
- Flexible hours, mainly part time - to include weekends and evenings when necessary
- Home-based, within easy reach of the Wedmore area
- Mileage will be paid in line with HMRC approved rate of 45p/mile
- Working with an interesting team
- Experience of an exciting environmental improvement project that could lead to other opportunities
- Opportunity to help assist a Red Data list species

## The position would suit:

This is not intended to be restrictive – we will consider all applications equally – but the role would typically suit:

- A volunteer or professional ecologist, seeking to expand their experience and portfolio in the development of their career as an ecologist / conservationist
- An experienced ecologist or similar seeking short term or part time work
- A parent with professional skills, seeking short-term or part time work whilst balancing time as a parent

## Contact

- For more information, contact Vanessa Becker-Hughes at SERP  
[vanessa@somerseteelrecoveryproject.co.uk](mailto:vanessa@somerseteelrecoveryproject.co.uk)

## To apply

- Provide your CV and a brief covering letter outlining why you are interested in the position and why your skills, qualification and experience make you a suitable candidate
- Send to: [vanessa@somerseteelrecoveryproject.co.uk](mailto:vanessa@somerseteelrecoveryproject.co.uk)

7<sup>th</sup> March 2024