

JOB DESCRIPTION

Post title: Dartmoor Headwaters Officer – Natural Flood Management
Directorate: Conservation and Communities
Grade: 5



Main Purposes of the Post:

To coordinate the delivery of catchment scale Natural Flood Management (NFM) projects as part of a team restoring natural processes in the headwaters of priority river catchments on Dartmoor.

Duties and Responsibilities:

1. Assist rural communities achieve environmental and sustainable land management objectives through promotion and facilitation of agri-environment schemes and other associated national and local initiatives
2. Work closely with farmers, landowners and partner organisations to develop and deliver catchment-scale programmes of NFM interventions such as tree planting, floodplain reconnection, water storage areas, field bunds and hedgerows, peat restoration and soil improvements.
3. Work alongside the Dartmoor Headwaters team, nature recovery advisors, partners and farm cluster groups to achieve catchment scale enhancements
4. Produce and award tenders and manage contractors to carry out works to high standards
5. Help produce integrated catchment plans and detailed delivery plans in conjunction with partners.
6. Identify and develop funding bids that help support the delivery of Headwaters objectives and provide support to other applications for match funding where appropriate.
7. Promote NFM and coordinate relevant communications and publicity including the provision of talks and presentations, produce leaflets and publications and respond to enquiries relating to the projects.
8. Advocate and inspire on all aspects of good catchment management and the benefits a well-managed catchment can have for people and wildlife.

9. Project management to include financial management and budgeting, reporting, project planning, consent and legal advice, procurement, tendering and contractor management.
10. Promote, administer and ensure compliance with the Headwaters grant scheme.
11. Ensure NFM interventions are mapped on GIS and work closely with the Environment Agency to assist with the establishment and maintenance of monitoring programmes.
12. To work safely, ensuring all safety procedures and other controls identified by risk assessment are complied with and incidents are reported promptly and appropriately.

This job description outlines the current duties required for this post to indicate the level of responsibility. It is not a comprehensive or exclusive list and duties may be varied from time to time which do not change the general character of the job or the level of responsibility.

July 2026