



**Chilterns
National
Landscape**

JOB INFORMATION PACK

**Citizen Science Coordinator (Chalk streams)
May 2025**



Riverfly monitoring in the River Chess at Latimer in the Chilterns National Landscape



01844 355500



office@chilterns.org.uk



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The Lodge, 90 Station Road, Chinnor, Oxon, OX39 4HA



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Role Information

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|-------------------------|---|
| Role title: | Citizen Science Coordinator (Chalk streams) |
| Location: | Chilterns Conservation Board, The Lodge, 90 Station Road, Chinnor, Oxon, OX39 4HA |
| Salary: | £33,500 pa |
| Benefits: | Package includes local authority pension and access to healthcare scheme |
| Hours: | Full Time (37.5 hours per week) |
| Contract type: | Fixed Term (12 months with possibility of extension subject to funding) |
| Reports to: | CCSP Manager |
| Responsible for: | Citizen science volunteers |

About the Role

This is a rare and exciting opportunity to join a committed and friendly team working to conserve a globally rare habitat in one of the country's finest and most accessible protected landscapes.

Chalk streams and their landscapes are a characteristic and attractive feature of the Chilterns National Landscape. The Chilterns chalk streams are, however, amongst the most threatened of all chalk streams in the world. Currently, none of the Chilterns' chalk streams are in good ecological condition but they still support an abundance of wildlife and are loved by the communities through which they flow.

Working mainly in the Chess catchment but also other chalk streams in the Chilterns National Landscape, you will coordinate volunteer citizen science activities, build strong and trusted relationships with citizen scientists, and encourage, support and facilitate collaborative investigations. You will deliver and coordinate training in appropriate techniques, develop monitoring plans, help analyse and visualise data and ensure feedback to citizen scientists, building on the work achieved to date and summarised in our [Citizen Science on the River Chess Report](#). Your work will help achieve a better functioning river catchment with multiple benefits for nature and people.

This work is part of the ground-breaking [Smarter Water Catchment](#) (SWC) initiative in the Chess catchment which is funded by Thames Water and delivered through a partnership with The [Chilterns](#)



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[National Landscape](#) and other organisations co-hosted by the [Chilterns Chalk Streams Project](#) (CCSP) and the River Chess Association. The initiative aims to restore the health of one of the Chiltern's finest chalk stream catchments through working with local community river groups, farmers and landowners alongside a wide range of partner organisations such as water companies, statutory bodies, community groups and non-governmental organisations.

The post will be based at the Chilterns National Landscape's offices in Chinnor, Oxfordshire with the successful candidate being required to travel to multiple sites across the Chess catchment and across the wider Chilterns. The role will require some work outside of normal office hours (e.g. running and facilitating training sessions at weekends, holding meeting with citizen scientists in the evenings).

Role Purpose

We are seeking a motivated professional with experience in recruiting, coordinating and facilitating volunteer activities for citizen scientists to conduct research and monitoring effectively, safely and to a high standard. You will be responsible for managing and delivering citizen science activities for the Chess Smarter Water Catchment initiative and for selected citizen science activities as part of the CCSP.

You will be an excellent communicator, able to engage with, inspire and build relationships with the public and a range of stakeholders. Key to the role will be ensuring continued engagement with, and motivation of, citizen scientists through organisation of events, dissemination of survey findings, creation and distribution of newsletters and web content and through regular updates to the project citizen science portal.

You will have good data handling and visualisation skills, and a track record of developing and maintaining project-wide relationships. You will support the partners of the Chess SWC Project and the CCSP to fill knowledge gaps and provide high quality data to ensure that catchment management interventions are evidence-based. The creation of reports from your findings will inform the work of the Chilterns National Landscape and the CCSP, local river groups, water companies, regulatory bodies and other project partners and to enable effective decision-making and reporting of project benefits.

Priorities for the SWC will include maintenance of the River Chess water quality sonde network, conducting chemical inventories, continuing the water quality and ecology monitoring to understand the early impacts of the phosphate stripping recently completed on the Chesham sewage treatment works, and the continued monitoring of the pre- and post- river restoration schemes in the Chess catchment. In addition, analysing data, writing reports, disseminating the results and organising events, will be critical elements of the role to ensure the effective engagement of the citizen scientist and wider stakeholders involved in the Chess.

Priorities for the CCSP will include acting as a coordinator for the Chilterns, Hertfordshire and Middlesex Riverfly Hub, devising and delivering monitoring programmes in support of the CCSP's river restoration programme, organising events including training courses, and ensuring monitoring is carried out safely and in accordance with the Chilterns National Landscape's health and safety policies.



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Key Accountabilities

| Key Accountabilities / Responsibilities | |
|--|--|
| 1 | Coordinate, support and facilitate volunteer citizen science activities in the River Chess and other Chiltern chalk stream catchments |
| 2 | Recruit, induct, and train citizen scientists |
| 3 | Manage communication with volunteer citizen scientists through the Chess SWC citizen science portal including feedback of data, regular newsletters, webinars and in person events |
| 4 | Work with partner organisations to maintain and calibrate the real-time multi-parameter water quality sensor network in the Chess catchment |
| 5 | Manage and review data that have been generated, conduct preliminary data analysis and visualisation. |
| 6 | Disseminate the successes of citizen science programmes through a variety of platforms including social media, and newsletters, and through presentations, case studies, short videos, and press releases. |
| 7 | Support and contribute to the delivery and reporting of projects in the Chess SWC action plan through establishing and managing effective monitoring programmes, where appropriate, and evaluating data |
| 8 | Promote joined up approaches to citizen science engagement with stakeholders and project partners |
| 9 | Commission and manage contracts with external contractors, as required |
| 10 | Contribute to monitoring, evaluation and reporting on delivery outputs and impacts |
| 11 | Work flexibly and responsively in line with CNL organisational requirements appropriate to the post |
| 12 | Work with volunteer citizen scientists to explore citizen science-generated questions |

How to Apply

To apply for this role, please [download the application form](#), together with the [equal opportunities monitoring form](#). Completed forms should be emailed to: office@chilterns.org.uk

The closing date for applications is 9am on 30 June 2025

Successful candidates will be invited to interview in the week commencing 14 July 2025

Applicants must be willing to undergo screening appropriate to the post, including checks with past employers.

For further information or informal discussion please contact: Steph Horn, Smarter Water Catchment (SWC) Project Coordinator, stephorn@chilterns.org.uk

This job description does not constitute the terms and conditions of employment. It is provided only as a guide to assist the employee in the performance of their job. The job description is not intended to be an inflexible or finite list of tasks and may be varied from time-to-time following discussion with the post holder.



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Person Specification

Qualifications

Essential:

- Educated to degree level (e.g. Geography, Biology or Environmental Science) or equivalent professional experience

Experience and Knowledge

Essential:

- Experience in recruiting and managing volunteers to assist with citizen science
- Knowledge and practical experience of GDPR regulations
- Experience using spreadsheets and graphics software for data analysis and data presentation
- Knowledge of GIS mapping applications (ArcView Pro etc.)
- Experience of co-ordinating volunteer citizen science activities including regular feedback of knowledge that has been generated
- Project management, co-ordination and delivery experience
- Understanding of catchment-based approaches
- Understanding of natural flood management and approaches to address diffuse pollution.
- Knowledge of habitat assessment and management
- Experience in producing presentations and reports to a high standard

Desirable:

- Experience of maintaining water quality sensors
- Experience of using open-source software such as R for data analysis and graphical presentation of data
- Experience of catchment management
- Good understanding of characteristic habitat and species of the Chilterns
- Experience of developing and maintaining collaborative partnerships

Skills and Abilities

Essential:

- Considerable tact, strong relationship building and negotiating skills
- Ability to inspire trust and to facilitate collaboration
- Able to use initiative, to generate ideas and to motivate others
- Able to work independently
- Apply problem-solving and influencing skills to achieve desired outcomes
- Experience of developing specific costed and robust project plans
- An organised approach to work and able to work under pressure of deadlines
- Ability to produce high quality reports, compelling presentations, and concise communications
- Excellent IT skills including Microsoft Office and Teams





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- Ability to travel independently across the Chilterns National Landscape
- Experience of risk assessments and health and safety compliance
- Experience of using spreadsheets for data analysis and data presentation

Desirable:

- Good field skills (geographical and ecological), particularly relating to lowland habitats (fluvial and terrestrial)
- Field experience of specific Citizen Science techniques such as Modular River Survey
- Data analysis, presentation and interpretation skills using statistical analysis tools

Personal Qualities

Essential:

- Willingness to work outside normal office hours
- Full, clean driving licence and own vehicle for transport

Desirable:

- A personal connection to, or passion for, chalk streams and/or nature recovery in the Chilterns National Landscape



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