

WATERWAYS RESTORATION OFFICER VACANCY PACK

This pack contains all the information you need to apply, including:

APPLICANT LETTER

Details on how to apply plus closing date: **12th October 2026**.

USEFUL INFORMATION

Details on our Equality, Diversity and Inclusion Policy, how we use CVs, expenses, shortlisting, interview, pre-employment checks and UK Identification requirements.

JOB DESCRIPTION

A explanation of the vacancy, including the purpose of the job, requirements and responsibilities

PERSON SPECIFICATION

A list of criteria that potential candidates should aim to meet

APPLICATION FORM

The application is a separate MS Word document.

Applicants are encouraged to complete electronically and return by e-mail. Please just return the completed application form and your CV. Please do not include the first six pages of this job application pack with your application.



Waterways Restoration Officer

Thank you for your enquiry regarding our advertised vacancy for a **Waterways Restoration Officer**. Here is the job description and person specification. An application form is a separate document

If you require any further information about this position, please contact the chair of IWA's Restoration Delivery Group, george.rogers@waterways.org.uk.

Please complete the application form electronically. Please refer to the person specification when completing the form. Your completed application form should clearly describe how you meet each of the criteria that have been identified as being necessary for this post as this will form the basis of shortlisting candidates. **Please enclose your CV**, as it may be referred to for supplementary information; however, please ensure that all the questions asked on the application form are fully answered.

Completed forms should be returned by email to jobs@waterways.org.uk.

The closing date for receipt of completed application forms is 9am on Monday 12th October 2026.

As a charity, we try to keep our administrative costs to a minimum and therefore we shall only be able to advise unsuccessful candidates by e-mail. It is not our policy to discuss reasons for shortlisting individual applicants.

We look forward to receiving your application in due course.

Brief Summary

Salary: £40,000 per annum + 8% pension contribution

Hours: up to 35 hours per week (full time, but flexible for the right candidate)

Contract: Permanent

Location: Flexible. Occasional attendance at IWA's office in Berkhamsted will be required, as will occasional visits to restoration groups around the country

USEFUL INFORMATION

EQUALITY, DIVERSITY AND INCLUSION POLICY STATEMENT

This is available at <https://waterways.org.uk/equal-opportunities-policy>

USE OF CURRICULUM VITAE (CVS)

Our policy is to recruit our employees based on their suitability for the work to be done. An application form allows us to compare individuals based on like for like information and we do not accept a CVs on their own – you must complete the application form for your application to be considered.

SHORTLISTING

IWA is an equal opportunities employer, and we are committed to ensuring all applications are treated fairly. Applications are sought only from those eligible to work in the UK in the first instance.

All applications are subject to our shortlisting process where we only assess information provided against the Person Specification. If you are shortlisted, we will contact you and invite you to attend an online interview.

We will endeavour to advise you by email if you have not been shortlisted. If this is the case, please do not be discouraged from re-applying as your skills and experience may be just what we need for our next vacancy. We also have several volunteering opportunities across the organisation.

FINAL LISTING

Following shortlisting, successful applicants will be invited to a face-to-face interview, which is likely to be held at IWA's head office in Berkhamsted. It is envisaged that this will be in late October or early November.

EXPENSES

IWA will cover the cost of travel expenses for attending a face-to-face interview up to maximum of £50. Receipts will be required to process expenses.

PRIVACY STATEMENT

IWA will retain your application form and the personal data contained therein for the duration of employment of the successful candidate plus a maximum of 6 years, to satisfy legal requirements. Applications from unsuccessful candidates will be securely destroyed within six months of the closing date for applications.

PRE- EMPLOYMENT CHECKS

All offers of employment are made subject to the following criteria:

- Proof of eligibility to work in the UK
- Proof of UK Residency
- Satisfactory Pre Employment Health Check
- Two references satisfactory to the Association.

JOB DESCRIPTION

Job title:	Waterways Restoration Officer
Location of job:	Flexible. Occasional attendance at IWA's office in Berkhamsted will be required, as will occasional visits to restoration groups around the country.
Hours:	up to 35 hours per week (full time, but flexible for the right candidate)
Post holder reports to:	the General Manager, with strategic oversight from the chair of the Restoration Delivery Group

IWA recognises that this role is wide ranging and would consider a job share approach for the right candidate(s). IWA is rejuvenating its restoration activities, and this role is an opportunity to shape that. We have presented our current vision for the role, but it is only a starting point.

If you are interested in working to develop this role, we are interested in hearing from you.

PURPOSE OF THE JOB

This is a unique opportunity to influence the future of waterway restoration across Britain, supporting over 50 independent groups who are working hard to restore previously navigable waterways or build new strategic waterway links.

Project delivery is challenging both technically and financially. Modern design standards, legislation, reducing volunteer capacity and increasing competition for limited funds do not make these projects easy. However, the benefits are enormous. We want to support those restoration groups to deliver our shared goals for the inland waterways.

As IWA is not the lead organisation for single waterway restoration project, we will do this by taking a national overview:

- Identify and develop best practice, share knowledge, provide training and guidance.
- Demonstrate best site practice through our Waterway Recovery Group.
- Look ahead to the regulatory and funding challenges, educate and campaign to create the best environment for restoration groups to deliver.
- Campaign on behalf of restoration groups for changes to legislation, wide recognition of the benefits of waterway regeneration and access to more funding.

You will be at the frontline of this work. You will directly interact with restoration groups and provide support by signposting to advice, identifying where IWA can develop resources and leading in their development.

Your work will be catalytic and developmental, not simply providing pro bono work for others.

RESPONSIBILITIES

Your primary responsibilities will be:

- supporting waterway restoration groups to enable high-quality, sustainable restoration work to be delivered nationally, and
- advising and supporting the IWA Campaigns & Public Affairs Director on restoration campaign issues.

This will be achieved by:

- Improving knowledge of restoration projects and achievements within the sector;
- Identifying and promoting best practice in all areas of restoration;
- Encouraging restoration projects to consider long-term sustainability;
- Identifying funding programmes and grant-making bodies in relevant policy areas, e.g. economic regeneration, heritage conservation and environment;
- Advising and supporting on engagement with national stakeholders to identify and remove barriers to restoration and to promote a consistent approach to restoration across the country.

Your typical daily tasks may include:

- Handling enquiries from restoration groups and identifying existing written guidance or experienced personnel to provide answers;
- Sourcing feedback on responses to earlier enquiries to identify knowledge gaps and opportunities for sector-wide learning;
- Actively engaging with the 50+ restoration groups to understand restoration issues, organisational strengths and weaknesses. This will include attending and participating in the Restoration Panel alongside individual contact with relevant groups;
- Developing and maintaining a knowledge hub of case studies, guidance and specialist expertise;
- Leading or supporting on the development of specific guidance to restoration groups, e.g. health and safety, engineering, environment, operation, etc. Expertise is not needed, but you must be able to bring together relevant expertise and coordinate delivery;
- Identifying training needs in the sector and supporting others to deliver training events. Your focus will be on the restoration content of training, not administrative;
- Work with Canal & River Trust and other relevant authorities to understand, develop and communicate standards of restoration and to understand the barriers to restoration;
- Identifying relevant national stakeholders, e.g. government departments and national regulators and developing and supporting engagement strategies;
- Supporting IWA representatives in engaging with elected members of the UK parliament and devolved administrations, along with regional mayors;
- Supporting IWA's Campaigns & Public Affairs Director and team with advice and content relevant to waterway restoration issues, including a short annual report on restoration progress to celebrate and raise awareness of projects;
- Working with the Restoration Delivery Group, the Restoration Panel and restoration groups to identify challenges and opportunities to waterway restoration from existing legislation and national stakeholder policies and how these might be addressed;
- Advising the Restoration Delivery Group of emerging legislative and national stakeholder policy changes to inform responses and sector training requirements;
- Identifying and developing relationships with key funders and advising the Restoration Delivery Group and Restoration Panel on positioning restoration projects to maximise funding opportunities;
- Convening working groups with relevant expertise to respond to national stakeholder consultations affecting waterway restoration;
- Working with other sector advocacy groups such as the Heritage Alliance to input waterways expertise into campaigns and consultation responses.

You will work closely with volunteers from IWA, restoration groups and with IWA's staff team.

POSITIONING WITHIN THE IWA STRUCTURE FOR RESTORATION

IWA has created a new structure to rejuvenate its support for restoration groups, and you will be the lead staff member for restoration.

The other primary elements of this structure are:

- **Restoration Delivery Group.** This is a small volunteer group that has responsibility for developing and managing the restoration work programme. The work programme will take inputs from sources across IWA, with major input from you and from the Restoration Panel (below). It will be regularly endorsed by Trustees, and will guide all restoration work within IWA, including your work.
- **Restoration Panel.** This is IWA's collective forum for restoration groups, where representatives are invited to discuss issues, opportunities and achievements in the sector. Representatives will provide feedback, share knowledge and suggest possible actions. You will attend the Panel meetings, but any suggested actions will be passed to the Restoration Delivery Group for prioritisation, and you will not be responsible to Panel members for delivery of actions.
- **Waterway Recovery Group (WRG),** which delivers practical restoration work and other activities on behalf of, and in partnership with, restoration groups. WRG is managed by the WRG Board, and you will liaise with the WRG board as required when WRG is the delivery method for aspects of the restoration work programme. You will not be responsible for organising or supporting the WRG Canal Camp programme.

PERSON SPECIFICATION

We are seeking a confident individual with sound organisational and communication skills who has a passion for the nation's waterways and heritage

Essential

- Excellent communication skills, written and verbal,
- Relationship management and networking,
- Project management,
- Sound knowledge of common IT software, including Microsoft,
- Experience of waterway restoration, heritage restoration or a comparable field.

Desirable

- Knowledge of the Inland Waterways Association,
- Experience of one or more specialist aspects of waterway restoration, e.g. health & safety, engineering, environment, consents, major grant funding,
- Experience of parliamentary and political processes.