



## Application Pack – Data and Evidence Officer

<b>Job Title:</b>	Data and Evidence Officer
<b>Accountable to:</b>	CEO
<b>Hours:</b>	32 hours (4 days). We may be able to accommodate requests for this role to be full time.
<b>Salary:</b>	£27,230.75 (pro rata from full time equivalent £34,038.44), with 3% annual salary increase + pension contribution in line with Rivers Trust rate (currently 9%).
<b>Annual Leave:</b>	25 days annual leave plus bank holidays
<b>Contract:</b>	2 years
<b>Location:</b>	The Don Catchment, which largely overlaps with South Yorkshire and North East Derbyshire.  We are a hybrid working organisation. Staff may work some days from home, and the Trust's office, meeting room and store are in Doncaster.

**Don Catchment Rivers Trust** is an environmental charity, established to help protect and restore rivers in the River Don catchment area. This includes not just the River Don but the two main rivers that flow into the Don – the Dearne and the Rother – as well as the smaller streams which in turn run into those.

Our mission is “*Working to Protect and Restore Your Rivers*” and we want the rivers in our catchment to thrive.

## **Role Description**

This is a new role at Don Catchment Rivers Trust, and an exciting opportunity to help the Trust realise its ambition of becoming more data led and improving how we use data and evidence to inform our projects and priorities.

We are looking for someone that can help us set up systems and processes for data gathering across our staff and citizen science volunteer teams and pull together existing river related data sets to create a good understanding of the health of our rivers. This understanding of the catchment will help inform priority locations and themes for projects and action.

We want the Trust’s collective knowledge to help communicate our mission to the wider public. Our new Data & Evidence Officer will create visually appealing and accessible ways of communicating data and help across the staff team to produce mapping and evidence for inclusion in reports, papers and funding applications.

As well as someone who doesn’t mind a majority of desk-based work, we want our new Data Officer to get to know the catchment by helping to conduct walk over surveys to ground truth data.

This role will be the Trust lead in working with the wider ‘data community’ including the Local Nature Recovery Strategy for South Yorkshire, the Don, Dearne and Rother Network, and the Central Rivers Trust Community of Practice.

The two-year contract length for this role takes into account that this is a new role, and as it progresses and our processes mature, it is likely to change. Alongside this, the Trust’s intention is for the Data and Evidence team to grow, with a PhD student arriving in September 2026 and a citizen science/data role being hosted by DCRT for our Catchment Partnership starting in spring 2026. There are also projects on the horizon such as the Catchment Systems Thinking Co-operative ([CaSTCO](#)) that may provide further opportunities for the Trust. This will all be reviewed before the 2-year contract end to assess continuity of this role.

## Role Objectives and Responsibilities

### **Systems and Processes**

- Co-ordinating and centralising data from internal and external sources. Being the 'go to' person at the Trust to feed in new data sources
- Work across the staff team to create a standardised methodology for collecting walk over data and observations. i.e. what do we collect whilst out, how do we map it, how do we centralise the data and make it useful and visible
- Implement and maintain a system for centralising landowner and stakeholder contacts relating to walkovers and access permissions, that complies with GDPR
- Linking in with CaSTCo as and when it becomes a live project
- Link into the data team at Central Rivers Trust

### **Analysing and Evidencing**

- Analysing our data for gaps and improvements
- Using data to assist the CEO and Trust Development Manager set priorities for projects
- Assisting officers across the Trust in mapping and evidencing for reports, funding bids etc.
- Working with Trust Volunteering Officers to develop citizen science projects, where community volunteers may be able to address important gaps in data

### **Communicating Data**

- Using data to produce external comms where data visualisation could help with messaging

### **Funding commitments:**

Part of the funding for this role is coming from specific sources, so your first main tasks are outlined below. This will be an excellent opportunity to get to know the catchment and meet your data peers:

- Part of the funding for this role is to carry out walkover surveys to ground truth a dataset. This will require walk over surveys, updating the data with our findings, and using it to prioritise projects to move forward to feasibility.
- Be the lead person at DCRT for liaising with the Local Nature Recovery Strategy. Including attending workshops and meetings, analysing the LNRS report when available to understand gaps in the water species data, and reviewing if the gaps could be filled with existing data. Feed into the Trusts citizen science data collection if suitable methods for collecting data are available, and maintain a communications link for this with the LNRS

## **Other**

- Potentially taking on external work for catchment partnership organisations (if time allows)
- Promote the work, mission and vision of DCRT, whether by giving presentations to stakeholders and wider audiences, or by contributing regularly to newsletters, the website, social media and reports.
- Ensure continuous development of skills and knowledge required for the post, undergoing training and performance review as required by the Trust.
- Work within all the policies and procedures of the Trust, ensuring own compliance with the Trust's health and safety policies and procedures and that of any staff and resources for which you are responsible.
- Comply with all legal and contractual obligations concerning the responsibilities of your post.
- Carry out any other reasonable duties commensurate with the level of responsibility of the post, as requested by the CEO or Board of Trustees

## **Essential Skills and Experience:**

### **Qualifications and Training**

- Degree or qualification in a discipline related to the role. This could be environmental or data driven.
- GIS training or work experience
- Training in a walk over or surveying technique. For example, MoRPh River Condition Assessment, River Naturalness Assessment, Riverfly etc.

### **Knowledge**

- An interest in and knowledge of rivers, and the ability to relate data to improving catchments
- Excellent IT skills. Knowledge of data software and apps and their integrations
- Awareness of the range of river related data sets and the organisations that produce them. For example, the Water Framework Directive data, WIMS, Ecology and fish explorer, Caba data package etc.
- GDPR and data processing rules
- Applied knowledge of Citizen Science methods and techniques, and volunteer management

### **Skills & Attributes**

- Proactive and able to react quickly to new data releases
- Ability to network to gather data from external sources
- Good analytical skills to spot gaps in our understanding. Creativity and resourcefulness to fill those gaps through citizen science, partners, technology etc
- Ability to ground truth data
- Ability to communicate data in an accessible way to the wider public, partners and stakeholders.

- Skilled in centralising data and implementing new system of working
- Excellent time management skills
- A good team member, willing to help DCRT officers' evidence their work and upskill them.

## **Terms and Conditions**

- *Employment is subject to satisfactory references and a three-month probationary period.*
- *The starting salary for this post is £27,230.75 (32 hours)*
- *The post will require frequent travel around the Don Catchment and therefore a full UK driving licence and access to a car is essential. Car insurance providers need to be made aware of this business use. Mileage expenses will be paid in accordance with the HMRC non-taxable levels and is not inclusive of the commute to the office.*
- *DCRT will make an employer's contribution to your pension scheme of choice in line with the Rivers Trust pension scheme. New schemes can be set up through the Rivers Trust if desired.*
- *The post receives an annual holiday entitlement of 25 days plus statutory bank holidays for a FTE post, calculated on a pro rata basis for part time hours.*

## **To apply:**

To apply for this role, please complete the application form available to download on <https://dcrt.org.uk/vacancies/> and return it to [jobs@dcrt.org.uk](mailto:jobs@dcrt.org.uk).

## **Key Dates:**

Applications to be received by:    Noon on Thursday 26<sup>th</sup> February 2026

Interviews will be held on:                    Wednesday 18<sup>th</sup> March 2026

## **Contact:**

If you have any questions about this role please email [jobs@dcrt.org.uk](mailto:jobs@dcrt.org.uk) to arrange a call with Rachel Walker, CEO.