



## Nidd Action Group Campaigner

### Purpose

Lead NAG's involvement in local and national campaigns related to water quality, governance and environmental policy.

### Key Responsibilities

**Time commitment: 3-6 hours per month (plus campaign events)**

Coordinate NAG input into campaigns (e.g., White Paper) and campaign activities
Mobilise supporters to respond to consultations, write letters and attend actions
Work with partner organisations on collaborative campaigns
Ensure NAG messaging is factual, safe and evidence-based (maintaining NAG's reputation)
Bring campaign proposals and opportunities to the Committee for approval

### Skills / Attributes

Confident communicator

Policy awareness and understanding of relevant policy issues

Motivated by social/environmental justice



# Nidd Action Group Committee Member & Advisor

## **Purpose**

Provide additional expertise, support and capacity across NAG's work.

## **Key Responsibilities**

**Time commitment: 1-3 hours per month**

Attend meetings
Offer specialist advice or technical expertise
Support project tasks or lead small actions, working with Project Managers
Provide governance support and strategic oversight, working closely with Chair and Programme Manager

## **Skills / Attributes**

Willingness to contribute

Knowledge in areas such as ecology, community engagement, planning, hydrology and rivers, comms, education, etc.



## Nidd Action Group Fundraiser

### Purpose

Secure financial resources to enable delivery of NAG's programme and support NAG activities.

### Key Responsibilities

**Time commitment: 8 hours per month (depending on funding opportunities and size of funding applications)**

Identify relevant grants and funding opportunities, including from partners and sponsorship opportunities (i.e., Nidderdale Walk)
Draft and submit funding applications to raise funds for NAG's work
Build relationships with funders
Support project managers with monitoring and evaluation for reporting back to funders
Work closely with Programme Manager to understand funding needs
Build relationships with funders and supporters

### Skills / Attributes

Strong written skills

Creative

Understanding of funding landscape

Experience with funding application desired but not essential



## Nidd Action Group Marketing, Media & Communications Officer

### **Purpose**

Raise awareness of NAG's work and engage the public, stakeholders, volunteers and supporters.

### **Key Responsibilities**

**Time commitment: 4-6 hours a month**

Manage <a href="mailto:media@niddactiongroup.org.uk">media@niddactiongroup.org.uk</a> inbox
Write newsletters and social posts
Manage and maintain NAG website
Coordinate press engagement, interviews and media appearances
Support branding, messaging and website updates
Manage social media profiles

### **Skills / Attributes**

-Strong written and verbal communication

Good storytelling instincts

Able to work quickly in response to media opportunities



## Nidd Action Group Chair

### **Purpose**

Provide strategic leadership and ensure NAG delivers on its mission to make the Nidd 'fit for life'.

### **Key Responsibilities**

**Time commitment: 12hrs per month (plus events)**

Lead the group, ensuring clear vision, direction and priorities
Chair meetings effectively and support good governance
Represent NAG externally with partners, stakeholders and the public
Work with Programme Manager to coordinate decisions
Support and mentor committee members and volunteers
Appoint roles within group
Uphold networking responsibilities with partners to grow and maintain partnership working

### **Skills / Attributes**

Strong communicator and networker
Confident decision-maker
Strategic thinker
Good understanding of Nidd catchment issues



# Nidd Action Group Strategy & Programme Manager

## Purpose

Translate NAG's strategic aims into coordinated programme.

## Key Responsibilities

**Time commitment: 7-10 hours per month**

Develop NAG's strategy with Chair and NAG Advisors/Committee
Prioritise activities and projects through the creation of action plans ensuring alignment with long-term aims
Oversee timelines, milestones and reporting, including reporting project progress to Chair and wider NAG group during monthly meetings
Coordinate NAG project budgets, working with Treasurer
Identify risks and capacity gaps
Support agendas with Secretary
Work closely with Project Managers to ensure delivery is on-track
Identify new and emerging opportunities for NAG involvement and delivery

## Skills / Attributes

Programme planning

Strong communication

Strategic



## Nidd Action Group Project Manager

### Purpose

Lead and deliver specific NAG projects (e.g. Hello Lampost, Citizen Science packages, Outfall Safari, Riverfly and INNS control)

### Key Responsibilities

**Time commitment varies with project: 8-15 hours per month**

Plan tasks and timelines to deliver NAG project, including commitments made with partnership projects
Coordinate with partners such as Yorkshire Dales Rivers Trust, Environment Agency and Universities
Lead delivery sessions with volunteers (working with Volunteer Coordinator) and ensure safe working
Track progress and report back to NAG members (and Programme Manager) during monthly update meetings
Work closely with Programme Manager to ensure projects meet NAG objectives, and avoid scope creep
Work closely with Programme Manager to identify new opportunities for project delivery
Work closely with Funding Officer to communicate funding needs to aid project delivery
Manage project-specific communications

### Skills / Attributes

Organised

Reliable

Confident leading volunteers

Knowledge of freshwater or environmental topics helpful but not essential



## Nidd Action Group Secretary

### **Purpose**

Ensure smooth running of administration and internal communication.

### **Key Responsibilities**

**Time commitment: 3-6 hours per month**

Work closely with NAG Chair to schedule meetings, prepare and circulate agendas, record minutes
Maintain key NAG documents
Manage info@niddactiongroup.org.uk email inbox and direct any mail or queries to appropriate member of NAG
Support AGM planning, delivery and record keeping
Maintain general NAG mailing list and contact details

### **Skills / Attributes**

Strong organiser
Clear communicator
IT confident



## Nidd Action Group Treasurer

### **Purpose**

Manage NAG finances transparently and responsibly.

### **Key Responsibilities**

**Time commitment: 2-4 hours per month**

Manage bank account, payments and invoices, working with Project Managers
Work with Fundraiser to oversee and manage income from external grants
Prepare budgets, forecasts and financial reports
Support funding applications with costings (where needed)
Present accounts at AGM
Ensure compliance with relevant charity/community group financial rules

### **Skills / Attributes**

Numerate and reliable

Basic finance or book-keeping experience helpful

Strong attention to detail



## Nidd Action Group Volunteer Coordinator

### Purpose

Build volunteer network, and support and communicate with NAG's volunteer community, ensuring people feel informed and valued.

### Key Responsibilities

**Time commitment: 4-6 hours per month (plus volunteer events)**

Maintain volunteer database
Recruit and onboard new volunteers
Match volunteers to suitable roles
Organise volunteer activities with partners (like Yorkshire Dales Rivers Trust)
Manage <a href="mailto:volunteering@niddactiongroup.org.uk">volunteering@niddactiongroup.org.uk</a> mail inbox and enquiries
Support volunteer wellbeing and retention
Work with Programme Manager and Project Manager to identify opportunities for volunteer involvement to add value to delivery
Ensure volunteer activities are well communicated to volunteer network
Manage and lead volunteer activities

### Skills / Attributes

Friendly, inclusive with good people skills

Organised

Leadership skills