



## The Trent Rivers Trust

<b>Job Title:</b>	<b>NFM Project Manager</b>
<b>Job Location:</b>	Trent Catchment. Home Based
<b>Salary and terms:</b>	Full time, permanent subject to three month probation. Salary £28,258
<b>Full-time:</b>	5 days per week but will consider part-time for the right candidate
<b>Reporting to:</b>	TRT Senior Catchment Manager (Central).
<b>Responsible for:</b>	Agricultural Advisor

### Background

The Trent Rivers Trust (TRT) is an environmental charity dedicated to achieving healthy river ecosystems for all, across the Trent Catchment. Our vision is for the River Trent and its tributaries to be rich in wildlife, habitats, landscape and historic features for the benefit of all, now and in the future.

The Trent Rivers Trust is a registered charity employing a dedicated team of people who are passionate about rivers and the water environment. We lead positive action for people, places and wildlife along the rivers and streams of the Trent Catchment.

TRT is a member of the national Rivers Trust, and is part of the rivers trust movement which is comprised of over 60 local trusts.

The Trent Rivers Trust has expanded over the last three years and we need a new Project manager to oversee our growing portfolio of natural flood management scoping and delivery projects.

The role will oversee the delivery of a current pipeline of works including input into the design, management and monitoring of multiple NFM projects of varying sizes and funding values across the Trent catchment

The increase in funding for natural flood management projects has meant that there is increased opportunity for the Trent Rivers Trust, who are now a leading practitioner of NFM, both scoping and planning of work, landowner liaison and management of capital works.

## Purpose

To lead on the delivery and management of an established programme of NFM works across the Trent Catchment. To use specialist NFM knowledge for the benefit of TRT projects, maintaining a number of projects through scoping, to site selection and landowner liaison and into capital works delivery and monitoring.

## The Role

The NFM Project Manager will be expected to engage with a range of partners and stakeholders to ensure the delivery of a number of existing and future NFM projects across the Trent Catchment. They will raise the profile of TRT as a technical specialist in NFM project delivery within the Trent catchment, demonstrating why TRT is the 'go to' organisation for the delivery of projects relating to NFM and so some extent broader nature based solutions work.

The role will provide a co-ordinated approach by TRT to NFM project delivery in the catchment. A key area of the role is project delivery and the management of existing projects and pipelines of work. This means ensuring projects are delivered in accordance with agreed timescales and within budget by a motivated and efficient team, resulting in a wide range of benefits for landowners, the river environment and the wider catchment.

The role will also contribute to a raised awareness of issues affecting the health of rivers and their catchments amongst stakeholders and members of the public as a result of engagement, educational and communications activities. The role will also involve a strong element of contractor engagement and supervision and have line management responsibilities.

## Principal Duties and Responsibilities

### Management

- Lead NFM projects across the Trent catchment area and ensure they are delivered on time, within budget and outcomes and outputs are achieved and where possible, exceeded.
- Management and leadership of a range of capital and non-capital projects, aligning their delivery against TRT objectives.
- Line manage project and other officers working on projects within the catchment, providing technical and functional support as required and monitoring their performance and welfare.
- Manage TRT projects in line with TRT policies and procedures.
- Contribute to the development of TRT's business plan and organisational strategy.
- Assist with the mentoring and training of new members of staff and volunteers.

## Project Delivery

- The NFM Project Manager will develop and manage the delivery of a wide portfolio of projects with the objectives of reducing flow rates, improving biodiversity and improving watercourse health.
- Undertake contractor and landowner liaison and management as part of capital project delivery
- Use their expertise to work on a range of projects across the Trent catchment area, liaising with our Senior Catchment Managers
- Manage NFM projects across the Trent catchment, tracking progress against milestones, ensuring each project has the expected impact.
- Where appropriate, undertake spatial and/or flood modelling (either yourself or by commissioning it as required) to inform the design of projects and what impact they may have on reducing flood risk.
- Work in close conjunction with the contractors and/or volunteers that will be delivering interventions and ensure that the works are delivered in a suitable and safe manner. Organise workdays as appropriate.
- Improve how TRT evaluates and monitors the NFM projects it delivers, developing new ideas and solutions to meet site based challenges.

## Partnership working, coordination and communications

- Represent TRT and promote the work of the organisation to stakeholders, funders and policy makers-being a lead spokesperson for our NFM work.
- Promote TRT to stakeholders, funders, policy makers and the media to raise the profile of the organisation and deliver key messages.
- Contribute to the up to date communication of TRTs achievements through the use of social media, webinars, reports, website articles as required.
- Increase TRTs presence as a leading NFM practitioner, through links with other research bodies, The Rivers Trust and academic partners.

## Project reporting, claiming and fundraising

- Develop new project ideas and identify possible funding sources which will enable TRT to develop new NFM projects within the Trent catchment.
- To report on the day to day delivery of projects to the Senior Catchment Manager (Central) and prepare reports for programme sponsors
- As a key member of TRTs management team help secure sufficient funding in order for TRT to meet its objectives around NFM delivery.

- Ensure all funders are provided with the appropriate reports and evidence in line with contracts and grant conditions.
- Work with the CEO, Senior Catchment Managers and Finance Manager to ensure all claims are properly processed in line with agreed timescales.
- The Trent Rivers Trust operates a comprehensive accounting and recording system which necessitates all staff to maintain detailed timesheets, monitor costs and to report regularly to funders, team members and Trustees. The post holder will be responsible for ensuring that all the necessary rules are adhered to and claims are submitted in a timely fashion

### Contribute to the work of Trent Rivers Trust

- Contribute to and support the work and growth of TRT, delivering the Trust's vision, mission and core values.
- Contribute to the Trust's systems and processes, ensuring good record keeping, project and budget management, reporting to funders, partners and internally as required.
- Take full responsibility for overseeing the H and S requirements of projects they manage and contribute to the improvement of H and S at TRT.
- Other duties as may be appropriate to the position.

### Experience and Expertise

TRT is seeking a suitably qualified person to fulfil the role of the NFM Project Manager. The following skills and experience have been identified as essential or desirable for this role:

Requirements	Essential	Desirable
<b>Training and Experience</b>		
Educated to at least degree level in a relevant field or equivalent relevant work experience in the environmental sector	x	
Professional qualifications and/or memberships, e.g. CIWEM, CIEEM		X
At least three years of relevant practical experience in the installation, construction and supervision of environmental enhancement, restoration and related practical projects, ideally Natural Flood Management projects	X	
Demonstrable experience in project scoping and design of environmental projects, ideally NFM projects	X	
Experience of surveying sites to support the selection and design of NFM projects	X	
Experience of working with natural processes for environmental outcomes on the ground	X	

Experience of working in partnership with a range of organisations, e.g. government agencies, local authorities, NFU, interest groups, etc.	X	
Experience in using hydrological modelling processes, techniques and software		X
Demonstrable experience of project management including successful budget and time management	X	
Evidence of people and line management skills remotely, to deliver results		X
Experience of claiming and reporting processes for NGO funded projects, in particular with the Environment Agency and Severn Trent Water	X	
Experience of coordinating meetings and workshops with a range of partners and stakeholders		X
Evidence of the ability to build and maintain good relations with farmers, contractors and representatives of the local community	X	
Previous experience working in the charitable sector in a similar role		X
At least 3 years' experience liaising with landowners regarding environment enhancements	X	
Experience of successfully communicating water/environmental/flooding-related messages to a wide variety of audiences through a range of media, e.g. website, presentations etc.		X
Evidence of excellent organisational skills and the ability to work independently with minimal supervision.	X	
<b>Knowledge and Skills</b>		
An understanding of broader flood management and primarily natural flood management processes and techniques	X	
A good understanding of the responsibilities of different authorities relating to environmental legislation, planning, enforcement and flood risk	X	
A good understanding of water environments and the principle impacts influencing water quality, water level management and river processes	X	
Highly effective project management skills with the ability to set and manage budgets and to monitor and record progress and outputs	X	
Knowledge and familiarity with the use of GIS within the context of recording and interpreting data (ArcGIS or open source software, e.g. QGIS.)		X

Knowledge of hydrological modelling techniques, LIDAR and other site data capture methods.	X	
An understanding of how NFM measures can help to reduce flood risk and provide other benefits	X	
Knowledge of agricultural cycles in the UK and how land management practices affect biodiversity, water quality and water levels		X
A good understanding of the broader causes of flooding and what can be done to reduce and mitigate its impact	X	
An understanding of how land management programmes and funding streams can be used to enable delivery of NFM measures (e.g. agri-environment schemes)		X
A good working knowledge of MS Office 365, email and social media	X	
Excellent time management skills with the ability to make day to day decisions under own initiative	X	
Understanding of good record keeping and how to fulfil funders' requirements	X	
A good understanding of the challenges of working in the NGO sector and/or a small organisation		X
<b>Miscellaneous</b>		
Commitment to equality of opportunity	X	
Full driving licence and car insured for business use. Willing to travel across the Trent Catchment.	X	
A strong team player who can work independently and relate to other TRT staff to achieve shared work objectives	X	
Ability to work occasional evenings and weekends if required	X	
Knowledge of H and S as it relates to the oversight of environmental projects	X	
Understanding of data protection and GDPR		X
An affinity with the aims and objectives of TRT and its role of improving the Trent environment for people and wildlife.	X	

### Terms and Conditions

- The starting salary for this post is £28,258 FTE. It is anticipated that this will be a full-time post but part time working may be considered for an exceptional candidate; the salary will be paid pro rata in this case
- The post holder will be required to satisfactorily complete a 3 month probation period before being fully confirmed in post

- The post will require frequent travel around the Trent catchment and therefore a full UK driving licence and access to a car is essential. Mileage expenses will be paid in accordance with the HMRC non-taxable levels. Car insurance providers need to be made aware of this business use
- TRT will contribute 9% of gross salary by the Trust, subject to a 6% Employee Contribution or the minimum rates in line with our auto-enrolment scheme, both subject to possible increases. TRT can contribute to a qualifying pension scheme of choice of the successful post holder. TRT recommends seeking independent legal advice in regard to pensions
- The post attracts an annual holiday entitlement of 25 days plus eight statutory bank holidays for a FTE post, calculated on a pro rata basis for part time hours
- The post holder will be expected to work from home as their base with mileage paid for travel from that point. The post holder will also be asked to attend meetings and other activities in the Ilkeston office.
- A small 'working from home allowance' is payable on a pro rata basis but employees are expected to provide a broadband connection which can be used for TRT business. Office consumables can be claimed on expenses when used directly for TRT purposes, subject to approval
- The appointment will be permanent, subject to ongoing funding availability

### **The Trent Rivers Trust Work Ethos**

The Trent Rivers Trust comprises a small but expanding team of environmental professionals dedicated to the improvement and enhancement of the Trent Catchment. Staff members work largely unsupervised and often in isolation although regular team meetings are organised and staff are encouraged to meet up regularly to share ideas and develop work themes and projects.

TRT recognises the importance of a strong work-life balance and actively promotes this. A high degree of flexibility is provided to staff members in relation to hours and location of work in return for unstinting commitment and absolute honesty and integrity. Staff members are expected to work unsocial hours when necessary, including occasional weekends and evenings.