



Environmental Project Manager

Candidate Pack



Welcome from the CEO

Thank you for expressing an interest in the post of Environmental Project Manager with the Trent Rivers Trust. This is an exciting and unique opportunity for the right candidate to work with our talented team here at the Trust to lead the management of a wide range of projects. We have a growing portfolio of projects covering natural flood management, river restoration, agri-advice and habitat creation, with more projects in development and so through this post you will have a real and positive impact on the natural environment.

The Trent Rivers Trust has evolved and grown over the last twelve years and now has many projects we deliver through trusted relationships with a variety of partners and funders. This enables us to achieve our wide range of conservation objectives working across the Trent catchment.

We now need a new experienced manager to increase our capacity to deliver our current and future projects, who has the right match of skills, experience and dedication. This is a key role for TRT, ensuring that we deliver our projects to time and to budget and in line with partner expectations. We are looking for an ambitious and motivated individual, with existing experience managing a diverse range of projects, working with partners and funders and achieving environmental benefits for wildlife and for people. We look forward to receiving your application.

Matt Easter, CEO, Trent Rivers Trust
November 2021

Summary

Job Title:	Environmental Project Manager
Job Location:	Trent Catchment. Home Based
Salary and terms:	Full time, permanent subject to six month probation. Salary £30,230
Reporting to:	TRT Senior Catchment Manager (East)

The Trent Rivers Trust is the leading organisation in the Trent Catchment wholly devoted to the delivery of environmental projects leading to improvements in the river environment of the Trent and its tributaries.

The Trust employs a team of thirteen staff and also contracts the services of contractors to deliver a variety of projects across the catchment. It has recruited a full time Chief Executive Officer in 2020 to lead the team and to lead the strategic development of the organisation.

This candidate pack contains full details of the role and responsibilities, the person specification and the terms and conditions of the post. Applicants wishing to apply for the post **must complete the application form** on the Trent Rivers Trust website at <https://www.trentriverstrust.org/recruiting-environmental-project-manager/> and forward this to rosie@trentriverstrust.org before the closing date of **December 6th at midday**. Applicants will only be judged on the completion of the application form and no curriculum vitae is required. Applications from those candidates sending a CV only will be automatically rejected. **No agencies please.**

For an informal chat about the post, please email matt@trentriverstrust.org to arrange a convenient time for a discussion. Interviews will follow in Mid-December.

The Trent Rivers Trust

Introduction

The Trent Rivers Trust (TRT) is a registered charity and a Company limited by guarantee. It was initially established by a group of keen fishermen and river enthusiasts as the Trent Salmon Trust in 1999 but two years later became a charity and changed its name to the Trent Rivers Trust.

The Trust has been expanding in recent years both in terms of personnel and the number of projects it delivers. It recently employed a new full-time CEO Matt Easter and now has a team of 13, shortly to grow further, supported by a number of partner contractors.

Vision

The Trust's vision is:

'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, both now and in the future.'

Objectives

The Trust sets out to:

- Create a rich diversity of linked water and wetland habitats
- Preserve, protect and enhance biodiversity and our river heritage
- Encourage sustainable approaches to urban and rural land management to improve the aquatic environment
- Increase understanding and appreciation of water and its management
- Encourage involvement by all in our work
- Promote the beneficial use and enjoyment of rivers and wetlands

Work areas and environmental outcomes

The Trust works across a broad cross section of work areas within the Trent Catchment. To focus our efforts, the following primary work areas have been identified:

- Delivering Natural Flood Management (NFM) and Sustainable Drainage Systems (SuDS)
- River restoration
- Habitat creation
- Control of invasive non-native species
- Improving fish passage
- Preventing pollution

In addition to these areas, three further secondary work areas are:

- To promote understanding and positively influencing behaviour through education
- Catchment Partnerships
- Access and recreation



In delivering its work, the Trust hopes to achieve the following environmental outcomes for the Trent catchment:

- Fish passage will be improved by the removal and overcoming of barriers
- Positive, measurable changes to farm management to prevent point source and diffuse pollution will take place as a result of the support and advice provided by the Trust
- Cleaner water enters our rivers and streams from the built environment

- Reduced impact from invasive non-native species on our river environment
- Natural processes are restored so that rivers, streams and floodplains function more effectively
- Wildlife thrives in and around our rivers and streams

Organisation and operations

The strategic management of the organisation is the responsibility of the Board of Trustees, chaired by Mark Owen who is also Head of Freshwater for the Angling Trust. The Board is made up of eight trustees who bring a wealth of skills and expertise to the Trust.



The Trust in 2020 appointed Matt Easter as our first full time CEO who reports to the Board of Trustees. The expansion of the organisation and the ongoing volume of activity has meant the Trust, as well as employing a full time CEO has recently appointed its first internal finance manager and assistant. The Trust now employs three Senior Catchment Managers. In addition to this we have other technical, environmental and agricultural specialists. Most staff are currently home based.

TRT currently has its main office base in Ilkeston and works across all areas within the Trent catchment from Stoke on Trent to the Humber. We also host three catchment partnerships for The Dove, Lower Trent and Erewash and Soar and oversee a sub-catchment partnership for the River Mease.

The Rivers Trust movement

The Trent Rivers Trust is one of sixty Rivers Trusts across the UK and we are supported by our national umbrella organisation, the Rivers Trust. All the individual Trusts are separate charities and are entirely independent but work together to protect and improve river environments for the benefit of people and wildlife.



The Rivers Trust provides technical support to the member Trusts in the form of GIS services, communications, tender writing for collaborative bids and it also takes an active role in influencing policy at a national level. Twice a year all the River Trusts come together at the autumn and spring conference to hear about the activities of other Trusts and partner organisations.

Environmental Project Manager Role

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Reporting to:	TRT Senior Catchment Manager (East)

Background

The Trent Rivers Trust has expanded over the last five years and we need a Project Manager to successfully deliver a range of projects across The Trent Catchment.

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

Purpose

To Support the CEO and Senior Catchment Manager Team by managing a range of habitat and river restoration projects across the Trent Catchment. To provide operational and management expertise for the benefit of our changing portfolio of projects.

The Role

The Environmental Project Manager will be expected to engage with a range of partners and stakeholders to ensure the delivery of a number of existing projects across the Trent Catchment. They will work closely with our Senior Catchment Managers, taking on the management and delivery of a variety of projects relating to river catchment restoration and enhancement and associated projects in line with the charity's key work areas.

This role will help ensure projects are delivered in accordance with agreed timescales and within budget, meeting TRT and funder's objectives, resulting in a wide range of benefits for the river environment and the wider catchment.

The role is primarily one of project management, but there is the opportunity to use any relevant technical expertise and knowledge to help scope and develop new projects as well as contribute to a raised awareness of issues affecting the health of rivers and their catchments amongst stakeholders and members of the public.

Principal Duties and Responsibilities

Management

- Lead and manage 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.
- Delivery of a range of capital and none-capital projects, aligning their delivery against TRT objectives.

- Manage project officers working on projects within the catchment, providing support as required and monitoring their performance and welfare.
- Manage TRT projects in line with TRT policies and procedures and 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 Environmental Project Manager will develop and manage the delivery of a wide portfolio of projects including those which seek to:
 - i. Improve water quality
 - ii. Reduce flood risk by implementing natural flood management measures and SuDS
 - iii. Restore river function and raise awareness of issues relating to the health of rivers in the catchment
 - iv. Work with landowners to improve the environmental value of their estates in terms of pollution impact, biodiversity, flood management etc.
 - v. Enhance the biodiversity of rivers, tributaries and the wider riparian environment
- Oversee landowner and partner liaison and management as part of capital project delivery
- Manage a range of projects across the Trent catchment area, using technical expertise where required.
- Manage the practical delivery of projects, tracking progress against milestones, ensuring each project has the expected impact.
- Ensure contractors and/or volunteers that will be delivering interventions and are delivered in a suitable and safe manner.

Partnership working, coordination and communications

- Represent TRT and promote the work of the organisation to stakeholders, funders and policy makers.
- Provide project specific communication materials as required.
- 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 TRT's achievements through the use of social media, webinars, reports, website articles as required.

Project reporting, claiming and fundraising

- Work with the TRT management team to develop new project ideas and identify possible funding sources which will enable TRT to develop new projects within the Trent catchment.
- Report on the day to day delivery of projects to the Senior Catchment Managers and prepare reports for programme sponsors
- Ensure all funders are provided with the appropriate reports and evidence in line with contracts and grant conditions.
- Work with the CEO, Senior Catchment Manager, East and Finance Manager to ensure all claims are properly processed in line with agreed timescales.

- The post holder will be responsible for ensuring they provide timesheets, expense claims and are monitoring project spend to report regularly to funders, team members and Trustees

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 Health and Safety requirements of projects they manage and contribute to the improvement of Health and Safety 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 Environmental Project Manager. The following skills and experience have been identified as essential or desirable for this role:

Requirements	Essential	Desirable
Training and Experience		
Educated to at least degree level in a relevant field or equivalent relevant work experience in project management ideally in the environment sector		X
Professional qualifications and/or memberships, e.g. CIWEM, CIEEM		X
At least three years of relevant experience in project management, ideally involving the management, of environmental enhancement, projects.	X	
Working knowledge in one of: <ul style="list-style-type: none"> • Natural Flood Management • Agriculture, farming and water • River Restoration • Urban water management and SuDs Or a broad range of demonstrable and transferable project management experience		X
Experience working with volunteers		X
Experience of working with natural processes for environmental outcomes on the ground		X
Experience of working in partnership with a range of organisations, and stakeholders.	X	
Demonstrable experience of project management including successful budget and time management	X	

Evidence of people and line management skills – the ability to motivate and to manage a diverse team, often working remotely.	X	
Experience of claiming and reporting processes with organisations that fund environmental projects	X	
Evidence of effective communication skills with a variety of audiences	X	
Previous experience working in the charitable sector in a similar role		X
Excellent organisational skills and the ability to work independently with minimal supervision.	X	
Knowledge and Skills		
An understanding of wetland and river habitats and survey 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 including strong commercial acumen with the ability to set and manage budgets and to monitor and record progress and outputs	X	
An awareness of the causes of flooding and what can be done to reduce and mitigate its impact		X
An ability to turn project development ideas into funding proposals		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
Excellent organisational and administrative skills with the necessary attention to detail	X	
Miscellaneous		
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

Terms and Conditions

- The starting salary for this post is £30,230 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 six month probation period before being confirmed in post.
- The post will require frequent travel around the Trent Catchment, and therefore a full UK driving licence, access to a car and willingness to drive 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.
- The post holder will be expected to work from home but can make use of the TRT office at Ilkeston whenever necessary. 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 team of environmental professionals dedicated to the improvement and enhancement of the Trent Catchment. Staff members often work largely unsupervised 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.