



The Trent Rivers Trust

Job Description: Catchment Partnership Administration Officer

Job Title:	Catchment Partnership Administration Officer
Job Location:	Trent Catchment. Home-based.
Salary and terms:	Permanent £11,995 for 0.6 FTE (£19,992 FTE)
Days Worked:	3 days per week flexible
Reporting to:	CEO
Responsible for:	None

Purpose of role:

To support the CEO and Senior Catchment Managers with the hosting of Catchment Partnerships across the Trent catchment. The role holder will provide administrative support including liaison with partners, reporting, organisation of meetings and events and support in writing communication material. The role may also involve working for partners who host separate catchment partnerships within the Trent.

The Role

The Trent Rivers Trust is the host of a number of Catchment Partnerships within the wider Trent catchment. These partnerships support the delivery of the '[Catchment Based Approach](#)', this is a community-led initiative that engages people and groups from across society to help improve our precious water environments. Our role as a host across several catchment areas is to manage and oversee the Catchment Partnership approach. This entails developing plans, steering the development of new projects, bringing partners together and communicating what is happening in each catchment as well as reporting to the funder. This role is key in the Trust improving how it manages the different partnerships, coordinating activity to improve water quality and the natural environment.

There are seven catchment partnerships in the Trent area and we host partnerships for the Soar, The Lower Trent and Erewash, the Dove and The Mease. This means we are responsible for managing the business of the partnership, accountable to the funder DEFRA. Though this role has been

developed to support the partnerships we host, the officer we hope will also help our partners who host some of the other partnerships and assist with the development of any Trent wide events.

Key aspects of this primarily administrative role focus around the provision of papers for partnership meetings, the creation of partnership documents and communications, liaison with partners and doing other catchment partnership specific tasks.

Principal Duties and Responsibilities

- Work with the relevant Senior Catchment Manager to support the work of TRT hosted catchment partnerships
- Produce agendas, minutes and other material for partnership meetings
- Liaise with other team members to develop project storyboards and help embed communication activities into catchment partnership working
- Provide administrative support for TRT as part of the reporting and monitoring of our Catchment Partnership work.
- Support the development and mail out of newsletters and other documents/requests. Produce and update an annual calendar of communications activities
- Support the work of Trent catchment partnerships as hosted by other organisations as agreed with them
- Be a point of contact for each partnership for partners and members of the public
- Support the CEO and others with organising Trent wide activities and events
- Liaise with external consultants used to update our website or deliver specialist communications activities
- Provide presentations, write documents as required.
- Support the Senior Catchment Manager with Catchment reporting
- Provide support in organising other internal and external events.

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.
- Be responsible for good communication (both internally and externally) of the work you are undertaking

- Contribute to the Trust's systems and process, ensuring good record keeping, project and budget management, and reporting to funders, partners and internally as required.
- Adhere to the H and S requirements of TRT projects in 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 and experienced person to fulfil the role of Catchment Partnership Administration Officer. The following skills and experience have been identified as essential or desirable for this role:

Requirements	Essential	Desirable
Training and Experience		
Educated to A level standard or equivalent, with English and Maths at GCSE C level or equivalent, or significant relevant work experience	X	
Experience of using databases, customer management systems or similar	X	
Proven experience in using social media to raise awareness around issues and campaigns		X
Evidence of commitment to own personal development		X
Proven ability to work to a high level of accuracy with attention to detail		X
Experience of working in partnership with a range of organisations, e.g., government agencies, local authorities, interest groups, etc.	X	
Experience using communications databases for large mail outs		X
Experience of supporting the coordination of meetings with a range of partners and stakeholders.	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 Understanding		
Excellent written and verbal communications skills	X	
Flexibility and the ability to work collaboratively and responsively in a variety of team settings	X	
Excellent interpersonal skills and the ability to build good relationships, using tact and discretion as necessary	X	

Ability to prioritise and adapt in a busy and changing environment, using initiative to achieve results	X	
Knowledge of Environmental issues as related to biodiversity and water		X
Excellent IT skills, including IT skills in Microsoft Office 365 and particularly Excel, Outlook and Word. Familiarity with Teams	X	
Excellent time management skills with the ability to make day to day decisions under own initiative	X	
Team player with a positive, flexible and enthusiastic attitude	X	
Ability to work under pressure and to deadlines	X	
A good understanding of the challenges of working in the NGO sector and/or a small organisation.		X
Excellent interpersonal skills, both in person, over the phone, via online meetings and email.	X	
Miscellaneous		
Commitment to equality of opportunity.	X	
Full driving licence, willingness to drive across the Trent catchment and own car insured for business use.	X	
Ability to work occasional evenings and weekends if required.	X	
Knowledge of H and S as it relates to the work of a charity.		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 salary for this post is £19,992 FTE (£11,995 for 0.6 FTE). TRT is willing to consider other types of part time working for this post
- The post will require some 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.
- The post attracts 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

- 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 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.