



The Trent Rivers Trust

Job Title:	Catchment Restoration Project Manager
Job Location:	Trent catchment. Home based
Salary and terms:	2.5 year fixed term. Salary £30,230FT
Reporting to:	TRT Senior Catchment Manager (Central)

Background

The project aims to transform the catchment and build on strong relations with Severn Trent Water, using a wide range of interventions to address complex issues around water management in the Dover Beck, Nottinghamshire and Henmore Brook, Derbyshire.

Purpose of the Role

This position will oversee the management and delivery of a range of restoration schemes in the Henmore Brook in Derbyshire and the Dover Beck in Nottinghamshire. These waterbodies currently suffer from low flows caused by abstraction upstream. The aim of the project is to design and deliver river restoration schemes that improve catchment resilience to these low flow conditions. To achieve this, the successful candidate will work with stakeholders, project partners and TRT staff.

The Role

The Catchment Restoration Project Manager will be expected to engage with a range of partners and stakeholders to ensure the delivery of the project. They will work closely with our Senior Catchment Managers, taking on the management and delivery of a variety of the project. They will line manage two Catchment Restoration Project Officer; one working on the Henmore Brook in Derbyshire, the other working on the Dover Beck in Nottinghamshire.

This role will help ensure projects are delivered in accordance with agreed timescales, 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 the Henmore Brook and Dover Beck projects 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 non-capital projects, aligning their delivery against TRT objectives.
- Manage two Catchment Restoration 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 Catchment Restoration Project Manager will develop and manage the delivery of a wide portfolio of projects including those which seek to:
 - i. Improve water quality
 - ii. Restore river function and raise awareness of issues relating to the health of rivers in each catchment
 - iii. Work with landowners to ensure the delivery of restoration schemes.
 - iv. 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 the practical delivery of projects, tracking progress against milestones, ensuring each project has the expected impact.
- Ensure contractors that will be delivering interventions work 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 Central 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 Catchment Restoration 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 river restoration and enhancement projects and natural processes.	X	

Experience of working in partnership with a range of organisations, and stakeholders.		X
Evidence of people and line management skills.	X	
Knowledge and Skills		
An excellent understanding of wetland and river habitats, river restoration measures and survey techniques	X	
An 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 principal impacts influencing water quality, water level management and river processes	X	
A good working knowledge of MS Office 365, email and social media	X	
Excellent demonstrable project management skills.	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	
Knowledge of Health and Safety requirements	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.