



## The Trent Rivers Trust

<b>Job Title:</b>	<b>Partnerships and Engagement Manager</b>
<b>Job Location:</b>	Trent Catchment all over. Home-working with time at our Ilkeston Office
<b>Salary and terms:</b>	Permanent Full time Starting salary: £34,071 FTE
<b>Reporting to:</b>	Head of Landscape and Partnerships

### Background:

The complexity and number of projects that Trent Rivers Trust is involved in and leading has grown hugely. TRT has four main project areas. These are:

- Catchment Recovery
- Reducing Pollution
- River Restoration
- Connecting People and Rivers

This role will work with the CEO and Head of Landscape and Partnerships to progress our public engagement, partnership development and communications work. It is a key role for the Trust with public engagement through our Connecting people and Rivers work area being a priority for us.

We are ambitious to undertake bigger, more impactful longer term and varied projects that reduce the negative impact of land use on our rivers and engage communities and partners. We also want to tell people about these projects and engage them about the wider state of our rivers, the threats they face and the huge array of positive benefits they bring.

TRT is playing a leadership role in terms of overseeing catchment partnerships- the multi-agency groups that work together to secure funding for projects that improve our rivers – as well as securing investment in projects across all our work areas. The scale of the issues affecting our rivers remains huge and TRT needs to also improve its links with local communities who care deeply about their rivers, but who currently are not very engaged in the work of TRT.

It is expected that this role will involve representing TRT at a senior level and taking responsibility for our engagement with catchment partnerships.

## Job Purpose:

To oversee, develop and manage the Trusts public engagement activity. This will include the use of volunteers, engagement with corporate organisations and our broader communications activities. The Trust wants more people to understand what TRT does about the issues affecting rivers in the Trent catchment. This will help us demonstrate community buy-in for our activities, increasing our knowledge base through citizen science and increase the likelihood of people making donations to TRT.

To play a key role in organising our engagement with catchment partnerships and other key groups whether TRT is the lead organisation or not. Line manage key engagement and communications related roles and take forward with the team activities that enable TRT to promote river restoration, reducing pollution and champion nature-based solutions across the catchment and to a variety of audiences.

## The Role

It is important that TRT benefits from its partnership working. TRT is a respected and effective CABA catchment host. CABA is the The Catchment Based Approach, a community-led and multi-agency approach to river restoration that engages people and groups from across society to help improve our precious water environments. CaBA Partnerships are now actively working in 100+ catchments across England and Wales, and TRT is the catchment host for three partnerships across the Trent catchment.

This role will lead much of our work in our Connecting People and Rivers work area. TRT has not prioritised public engagement previously, apart from through our River Starts Here project, though has made significant improvements to its social media presence and website in the recent past.

We know that river health and especially pollution are hot topics nationally and locally. Our rivers are unacceptably polluted, straightened and constricted with the natural connection between them and the flood plain lost or at best restricted. TRT needs to be at the forefront of the debate regionally about rivers, river restoration, pollution, landscape recovery and how people connect with their local rivers and brooks. This role is about helping TRT to increasingly lead the debate and ensure the health of our rivers and in particular their biodiversity is at the forefront of decision-makers and the public's minds.

Very few people know about TRT and we want that to change. We have grown significantly in the last 5 years and so have the range and extent of the projects we have delivered. There is now a need to tell people who TRT are, what our aims are and how we want to achieve them through the projects we deliver. There is also the significant potential to gain corporate and community support via citizen science projects, volunteering and financial donations. This role is about helping TRT make strides forward in each of these areas.

Supported by the CEO and Communications Officer, this role is also important in maximising the benefit TRT gains from partnership working and its relationship with key partners. We now also have engagement officers working in Stoke and Leicestershire which this role will support. It is expected that this role will raise the profile of TRT further, working with members of the team to demonstrate both the issues facing our rivers and TRT's positive impact.

## Principal Duties and Responsibilities

### Management

- Lead on behalf of the CEO and Head of landscape and partnerships a number of engagement, citizen science and communications projects, events and activities
- Management of a range of projects or the engagement elements of larger projects, aligning their delivery against TRT objectives.
- Line manage officers working on a variety of engagement and communications projects, providing technical support as required and monitoring their performance, development and welfare.
- Work with the CEO to develop our partnerships, increasing the range of our funding sources.
- Contribute to business development activities particularly related to engagement, volunteering and citizen science projects
- Contribute to the delivery of TRT's business plan and other organisational strategy and policy development
- Provide training and mentoring support to new members of staff and volunteers.

### Project Delivery

- The Partnerships and Engagement Manager will develop and manage a number of projects or parts of projects that help connect people to rivers. These include projects that have broader aims of contributing to our aims of reducing pollution, restoring rivers, and using nature to improve catchments.
- Work with volunteers and partners on practical projects, organising workdays and events where appropriate.
- Work with partners on projects that put a value to carbon, biodiversity or water quality and celebrate our rivers.
- Plan engagement activities with the relevant team members or project leads, for engagement focused projects and projects with an engagement element.

### Partnership working, coordination and communications

- Represent TRT, demonstrating our aims, expertise and track record to promote our work and ambitions to stakeholders, funders and policy makers.
- Oversee our catchment hosting work with the Head of Landscape and Partnerships, representing TRT at partnerships as agreed.
- Work with other members of the TRT team to develop new projects that have community engagement and participation at their heart.
- The Partnerships and Engagement Manager may be required to deputise for the CEO and others and represent TRT at relevant meetings and events.

- Work closely with key partners to develop engagement, partnership working and citizen Science opportunities.
- Play a key role in shaping TRT's ongoing communication and engagement thinking, planning and delivery
- Enable the Trust to work more closely with corporates as funders and partners
- Promote TRT to stakeholders, funders, policy makers and the media to raise the profile of the organisation and deliver key messages.
- Preparation of reports, presentations and opinion to trustees and the CEO as required
- Contribute to the up-to-date communication of TRT's achievements through the use of social media, webinars, reports, blogs, press releases and website articles as required.

### **Project reporting, claiming and fundraising**

- Develop new project ideas and identify possible funding sources which will enable TRT to meet its connecting people and rivers priorities
- As a manager within TRT, help secure sufficient funding in order to help TRT meet its business plan objectives and fully fund project officers and managers
- Ensure all funders are provided with the appropriate reports and evidence in line with contracts and grant conditions.
- Work with the CEO, Head of Landscape and partnerships and Finance Manager to ensure all claims are properly processed in line with agreed timescales.

### **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.
- Use and develop their technical expertise to improve TRT's evidence and impact led approach to project delivery.
- 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 Partnerships and Engagement 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.		X
At least three years relevant practical experience working with communities on projects that engage them about local issues	X	
Expertise in delivering a range of facilitation and engagement activities with partners or the public	X	
Media related training		X
Planning and delivering social media and website content		X
Experience of arranging, planning and overseeing events such as partnership meetings, community events or small conferences	X	
Experience of leading projects in partnership with a range of organisations, e.g. government agencies, local authorities, interest groups, etc.		X
Demonstrable experience of project management, including successful budget management and progress tracking	X	
Experience planning and leading citizen science projects		X
Experience engaging communities in projects as co-creators, supporters and volunteers	X	
Experience working on biodiversity net gain and/or green finance projects		X
Evidence of people and line management skills – the ability to motivate and to manage a diverse team, often working remotely, to deliver results	X	
Track record of writing successful proposals, bids and tendering for work		X
Evidence of effective communication skills both written and verbal, adapting content to different audiences	X	
Experience of successfully communicating water-related messages to a wide variety of audiences through a range of media, e.g. website, presentations etc.		X
<b>Knowledge and Skills</b>		
An understanding of community engagement and co-creation techniques and approaches	X	
Passion for nature conservation with an excellent knowledge of the causes of poor water quality within rivers	X	
An understanding of citizen science activities ideally related to rivers		X

A thorough 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 ability to inspire colleagues, partners and stakeholders and experience working at a catchment partnership level	X	
Knowledge of the catchment based approach CABA and the role of catchment partnerships		X
Knowledge of green finance initiatives and levers to raise corporate or individual investment in environmental project particularly those that impact water quality		X
Knowledge of fundraising techniques and practices, ideally as part of a donor engagement strategy		X
A good working knowledge of MS Office 365, email and social media with excellent organisational and administration skills and the ability to work independently with minimal supervision	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

### Terms and Conditions

- The starting salary for this post is £34,071 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 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 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 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 often unsupervised and often from home 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 commitment and absolute honesty and integrity. Staff members are expected to work unsocial hours when necessary, including occasional weekends and evenings.