



Job Description

Senior Project Officer (River & Catchment Restoration)

Reports to:	Deputy Head of Restoring Rivers and Catchments (RRC)
Responsible for:	Developing, managing and delivering a portfolio of restoration projects in rivers and their environments; collaborating with stakeholders; team management.
Location:	The role will be based at home, with on-site work across the SERT area. A minimum of one day per month will be in the office (Leatherhead).

About us

The South East Rivers Trust is an environmental charity bringing rivers and their catchments back to life. Working in 12 river catchments across the south east of England, the Trust connects communities and mobilises citizen scientists to educate and engage people on the importance of rivers, and supports and challenges stakeholders, businesses and individuals to protect them. The Trust uses data and evidence to target positive action and works with nature to make rivers healthy again. This includes tackling water pollution, addressing water scarcity, reconnecting rivers and restoring habitats.

Working at the South East Rivers Trust is rewarding, fulfilling and busy; we work collaboratively and with passion, and this is reflected in our core values of: delivering high quality work, using expertise and scientific understanding, building good and effective relationships and bringing positive energy to all we do. If this sounds like an environment that you would thrive in, we would love to hear from you. We lead on a range of exciting, challenging and fulfilling projects which vary significantly in size, complexity and type. No two projects are the same. We often have the opportunity to direct and mould them into novel, bold and ambitious schemes which are directed and/or monitored with a science-based approach.

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The role

The Senior Project Officer role is an exciting opportunity for an experienced and knowledgeable individual to oversee all stages of river and catchment enhancement projects, from conception to development, design and physical implementation. Working in the Restoring Rivers and Catchments

Team, you will use your proven ability to lead on our larger projects, ensuring that they are delivered on time, on budget and to a high standard. We encourage creative thinking to come up with exciting, ambitious and novel solutions with the possibility to put your own stamp on the project. The role will require you to manage, delegate and work collaboratively within the Trust and with external partners, stakeholders and professional services to identify and deliver meaningful and impactful projects for the benefit of the environment and communities.

As a senior member of the team, you will manage and mentor junior staff. You will support them to keep their projects on track, act as a sounding board, encourage personal growth, confidence and independent thinking while helping them to be fulfilled and engaged. You will provide quality assurance, writing and reviewing a variety of documentation, ranging from consents, funding applications and reports, ensuring that work is all to a high standard.

We are particularly keen to build our capacity to deliver projects in-house. Although not essential, we are interested to receive applications from people with experience of working on sites implementing physical works, preferably with skills and certifications with power tools and plant.

Key duties & responsibilities

Developing and Designing Restoration/Enhancement Projects

1. Facilitate the feasibility and scoping processes of selecting and prioritising enhancement projects.
2. Lead the development and design of a programme of projects, using sound science and best practice.
3. Lead and manage both internal and external input of specialist/technical advice as required.
4. Secure all necessary permissions as required, such as environmental consents (e.g. FRAPs), Planning Permission, landowner agreements etc.
5. Develop and maintain positive and professional relationships with partners and stakeholders.
6. Be responsible for project management and reporting to funders.

Delivering Restoration and Enhancement Projects

1. Lead on the delivery of projects, managing colleagues, contractors, volunteers and partners as required.
2. Be responsible for Health and Safety compliance, promoting a collaborative approach to ensure successful project outcomes.
3. Facilitate external partner organisations to deliver their own enhancement projects as part of wider restoration plans.
4. Collaborate with other staff in the design of monitoring programmes to evidence project outcomes.
5. Be responsible for budgets and delivery timeline, in line with the wider SERT schedule.

Contribute to the work of the South East Rivers Trust and its trading subsidiary

1. Using your experience, mentor junior staff to encourage confidence and independent thinking.
2. Contribute to the Trust's external communications (e.g. through websites, social media and presentations), profile and good reputation.

3. Support the fundraising and growth processes of the Trust and the Rivers Trust movement.
4. Other duties as may be appropriate to the position.
5. Share your specific areas of expertise by contributing to the Trust's internal capacity building programme.

Person specification

Please keep this person specification in mind, as well as the Trust's core values when completing your application. Knowledge, experience, skills, and attitudes will be assessed through both the application process and at interview.

Requirements	Essential	Desirable
Training and Experience		
Educated to at least degree level in a relevant field or equivalent relevant work experience in the aquatic environment sector.	X	
Experience developing, overseeing and/or delivering freshwater and catchment enhancements or similar environmental projects.	X	
Demonstrable experience of successful project management including budgets, milestones and reporting.	X	
Experience of working with multiple stakeholders to deliver projects including procurement/tendering processes and contracts.	X	
Experience of working on sites, preferably with certificates in the use of power tools and plant.		X
Experience applying for and securing funding.		X
Knowledge and Understanding		
A good understanding of freshwater aquatic ecosystems.	X	
Working knowledge of Construction Design and Management (CDM) regulations/duties and other health and safety legislation.		X
Good understanding of the drivers and needs of a range of stakeholders (landowners, farmers, developers, local authorities and government agencies).	X	
A good understanding of the challenges of working in the NGO sector and/or a small organisation.		X
Skills & Personal Attributes		
Competent, physically fit and comfortable to work in and around water.	X	
Excellent organisational skills; able to manage, delegate and oversee tasks to other team members.	X	
Proficient IT skills, particularly MS Office and Google	X	
Experience in the use of design software, e.g CAD.		X
Excellent communication skills for both internal and external audiences.	X	
Genuine enthusiasm and passion for delivering healthy freshwater ecosystems.	X	
A self-starter, able to work to a common goal unsupervised.	X	
Miscellaneous		
Commitment to equality of opportunity.	X	
Full driving licence and access to private vehicle for work use.	X	
Ability to work occasional evenings and weekend if required.	X	