



Applicant Pack

River Chelmer Projects Manager

September 2025



www.essexsuffolkriverstrust.org/recruitment

About Essex and Suffolk Rivers Trust

The Organisation

Essex and Suffolk Rivers Trust (ESRT) is an independent environmental charity set up in 2013 dedicated to improving and protecting rivers in Essex and Suffolk, making them a better place for people and wildlife.

We work with farmers, residents and organisations to provide advice and resources for their communities. We bring together the people, knowledge, data and intelligence to take action to help our rivers thrive again.

We are a proud member of the [Rivers Trust](#) movement the umbrella organisation which works across the UK and Ireland leading a movement for change in our rivers.

Our Vision

In Essex and Suffolk, only 10% of river stretches in the rivers and estuaries we work in are reported to be at good ecological status. This is the result of historic changes to the rivers, pollution and climate change. Our region is one of the driest and hottest parts of the country with rainfall by 2040 predicted by the Met Office to be significantly below the national average. We are increasingly affected by flooding from extreme rainfall events. Many of our key species are threatened through habitat loss and climate change.

On the positive side, we have some of the most iconic rivers and internationally important estuaries in the UK. Most importantly people who live and work near them care about their future.

Our Vision is that the rivers and estuaries of Essex and Suffolk are rich in wildlife, loved and cared for by local people and protected for future generations.

Our Strategy

Our strategy to 2030 is to work with partners and communities in four areas to:

- Restore natural processes and habitats (through NFM as a key mechanism)
- Protect our land and water
- Inspire people to get involved
- Build resilience for future generations.

Our projects and work areas are developed in service of our strategy which will deliver for people and wildlife across the waterways we look after.

Working for Essex and Suffolk Rivers Trust

Join the Essex and Suffolk Rivers Trust, where passion meets purpose in the heart of environmental stewardship! As a dedicated member of our dynamic team, you'll play a pivotal role in safeguarding the waterways of Essex and Suffolk, contributing to the conservation and enhancement of our region's natural treasures.

Essex and Suffolk Rivers Trust is a small but ambitious environmental charity dedicated to the protection and enhancement of rivers and estuaries in Essex and Suffolk. Essex and Suffolk are rich in their diversity of history, culture, landscape, wildlife, people, communities, agriculture, industry, and the places we call home.

Our ecosystems of rivers and wetlands have always played a crucial role as the veins that bring life and wellbeing to us all. Today, they are under critical pressure from human demands, pollution, and climate change yet our future depends on them. Our Vision is for healthy and resilient land and water environments we can all be proud of.

Why Choose Us?

- **Meaningful Impact:** At the Essex and Suffolk Rivers Trust, every day brings the opportunity to make a real difference. Your work will directly contribute to the preservation and restoration of our local rivers and ecosystems, fostering a sense of pride and purpose in your professional journey.
- **Collaborative Environment:** Work alongside passionate and skilled individuals who share a common goal of environmental conservation. Our inclusive culture values diverse perspectives, ensuring a stimulating and supportive workplace where everyone's voice is heard.
- **Innovation and Creativity:** We encourage and welcome innovative solutions. Your ideas matter, and we believe in empowering our team members to bring creativity to the table. Together, we can pioneer new approaches to address the evolving challenges facing our rivers.
- **Professional Growth:** We are committed to the development of our team members. Whether you're looking to enhance your current skill set or explore new areas of expertise, we provide opportunities for professional growth and advancement.
- **Work-Life Balance:** We understand the importance of a healthy work-life balance. Our flexible work arrangements and supportive policies allow you to excel in your role while maintaining a fulfilling personal life.

Equality, Diversity, and Inclusion

Essex and Suffolk Rivers Trust is an equal opportunity employer. In recruiting the project manager will encourage applications from candidates of all backgrounds and experiences. We are committed to better reflecting society and the communities who use, need, and enjoy our rivers within our workforce. We welcome requests for flexible working. All applications will be judged solely on merit.

About This Role

The River Chelmer Projects Manager will lead Natural Flood Management projects across the River Chelmer and its tributaries. The role focuses on delivering nature-based solutions that provide multiple benefits, including improved habitats, enhanced biodiversity, and stronger links with wider environmental initiatives.

Working with landowners and partners, the postholder will develop and deliver projects such as river restoration, wetland enhancement, and wildlife corridor improvements. They will oversee all stages of project development, from feasibility and design through to permissions and on-the-ground delivery, ensuring compliance with legal and regulatory requirements.

The role also involves community engagement, securing funding, and maintaining a pipeline of future projects. Strong partnership working is essential, particularly with the Environment Agency and local stakeholders, to maximise environmental and community benefits. The postholder will manage budgets, promote completed projects, and ensure alignment with major programmes like the Chelmsford Future Flood Resilience Project.

The Process

If you're ready to be part of a dynamic team making a lasting impact on our local environment, we invite you to submit your CV and a personal statement detailing your interest in and suitability for the position. The statement must be a maximum of two A4 pages, please send this with your CV to info@essexsuffolkrivertrust.org.

The closing date for this role is 11PM on **Sunday 5th October 2025**.

Interviews are likely to be held in the week commencing 13th October.

If you have any questions about the River Chelmer Projects Manager role, please contact info@essexsuffolkrivertrust.org.

Job Description

Post title: River Chelmer Projects Manager

Function: To identify and develop Natural Flood Management Projects on the River Chelmer and its tributaries and oversee their delivery.

Reporting to: Natural Rivers Manager

Responsible for: Volunteers, consultants and contractors

Employment Terms

Term: 24-month initial term (with potential to extend subject to funding).

Hours: Full time (37.5 hours per week). Part time hours considered.

Salary: £34,130 p.a

Pension: NEST pension scheme

Holidays: 25 days plus statutory holidays

Place of work: Hybrid home and office working (Stowmarket) with travel throughout the Chelmer Catchment

Working Relationships

Internal: ESRT Director, Natural Rivers Manager and the wider ESRT team

External: A wide range of stakeholders and partners, including the Environment Agency, Farm Clusters, Water Companies, Local Authorities, Natural England, project funders, landowners, other NGOs and local interest groups and communities.

Main Responsibilities

Project Management

1. Working with a wide range of stakeholders, identify projects which could provide Natural Flood Management benefits.
2. Undertake development of outline design and feasibility of projects which can be used to cost up the detailed design and consents process.
3. Seek funding for the delivery of projects (or suite of projects if complementary).
4. Oversee the set-up and co-ordination of project governance, including recording of meetings and effective communication.
5. Oversee the detailed design process and obtain relevant licenses and consents.
6. Manage the construction phase of projects in line with CDM requirements, overseeing contractors and site managers in the Client role.
7. Draft reports required by the funders to meet the funding providers requirements.
8. Work with community groups support and to produce supportive information for the work being developed or delivered.
9. Work with staff within the ESRT to maintain communication about the work through webpages and to ensure content is regularly provided to update Essex River Hub and partner news items.
10. Produce and track time, cost and quality on all projects.

General Duties

1. Uphold the values and ethos of ESRT and represent the organisation as and when required in a range of settings.
2. Manage individual workload and make day to day decisions as to where best to allocate your time, to satisfy the requirements of your work programme.
3. Ensure that ESRT and Environment Agency policies and procedures, including Health and Safety, are understood, and adhered to.
4. You may be required to carry out other duties and tasks as required from time to time for the efficient operation of the Trust.
5. Drive to a range of locations to support delivery of the role.

Person Specification

Criteria	Essential	Desirable
Education and Training		
Degree-level qualification in a relevant subject (e.g. Fluvial Geomorphology, River Management and Restoration, Environmental or Water Engineering)	✓	
Project or programme management accreditation		✓
Experience		
Experience in managing and co-ordinating nature-based solution projects or similar and understanding environmental permitting.	✓	
Experience of managing contracts and contractors.	✓	
Experience in arranging, preparing and recording meetings and disseminating and sharing information from the meetings.	✓	
Experience in preparing and using health and safety protocols, such as risk assessments & method statements and understanding and implementing CDM Regulations	✓	
Experience in workshop planning, management, and delivery.		✓
Experience using IT software including email, MS Word, GIS, CAD, PowerPoint, Excel and MS Teams.	✓	
Knowledge		
Working knowledge of current environmental challenges affecting rivers, catchments and water management.		✓
Understanding of climate change issues affecting land and water management	✓	
Skills and Abilities		
Demonstratable leadership skills to lead, inspire, motivate and manage a wide range of partners from varying backgrounds.	✓	
Ability to manage workload effectively and prioritise tasks to demanding timelines.	✓	
Ability to communicate effectively, with integrity and diplomacy, both verbally and in writing, to a wide range of stakeholders.	✓	
Ability to work well on your own initiative with high levels of self-motivation and enthusiasm	✓	
Ability to physically deliver projects site visits, walkovers, workshops and engagement events	✓	
Personal		
Ability to travel regularly and to sites	✓	
A full UK driving license, with access to a personal vehicle insured for business purposes.	✓	
Confidence in partnership working, e.g., with businesses, statutory bodies, other NGO's and landowners and farmers	✓	