



Applicant Pack

Project Support Officer (Essex)

November 2023



www.essexsuffolkrivertrust.org/recruitment

About Essex and Suffolk Rivers Trust

The Organisation

Essex and Suffolk Rivers Trust (ESRT) is an 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 are one of 65 member Rivers Trusts across Britain, Northern Ireland, and Ireland that sit under the umbrella of the national [Rivers Trust](#) - although legally we are an independent organisation. We are the only group of environmental charities in the UK and Ireland dedicated to protecting and improving river environments for the benefit of people and wildlife.

Our Vision

Rivers are the veins that feed our farmland and wildlife habitats and provide water for domestic and industrial use. They are hugely important for wildlife and people and yet many are in a poor state due to pollution, over-abstraction, modification, habitat loss and management neglect.

Essex and Suffolk Rivers Trust wants to do something about this and over the next 20 years we will work with partners, landowners, farmers, and local communities to bring about significant improvements. Following a catchment-based approach we want to see:

- Water quality improved and more places for safe bathing,
- Improvements to habitats and connectivity with Nature Recovery Networks,
- Natural flood management as the norm not the exception,
- Water resources able to meet human needs without compromise to wildlife,
- Innovative adaptation and mitigation approaches to tackling impacts from climate change,
- Nature at the heart of people's engagement with the environment, reducing waste, improving water quality and increasing biodiversity.

Our Mission

'To protect, promote, and enhance our freshwater and estuarine ecosystems for both people and wildlife'.

We will work in partnership to develop and implement a programme of practical projects focusing on conservation, restoration and enhancement of rivers and riparian habitats in Essex, Suffolk, and the wider region.

We will take a strategic, influential, catchment-based approach, working with others, to embrace the river environment and the opportunities and challenges presented by surrounding land and its management.

We will also seek to influence national and regional policies to bring about positive environmental gains and benefits within an increasingly challenging spectrum of demands on water resources, rivers, and aquatic environments.

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.

About This Role

The Project Support officer role is an exciting opportunity to join our proactive and expanding team focused on action on the ground and influencing for change. We use our expertise, experience, connections, and commitment to work in partnership with many stakeholder organisations and groups to make a real difference in helping to solve the complex problems of river restoration and water management. We believe that

working with, not against, nature is the key to sustainability, and we have a proven track record of delivering pioneering nature-based solutions. We draw strength and support as part of a nationwide movement of Rivers Trusts.

The Project Support Officer role will be focused on the Combined Essex Catchment Partnership which covers all Essex Rivers flowing into the North Sea. The primary focus of the role will be to work with catchment partners and wider communities to develop Catchment Restoration Plans in the Blackwater and Pant Catchments. The role will also be responsible for helping to coordinate and develop the Essex Rivers Hub catchment partnership (www.essexrivershub.org.uk).

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 1pm on **Thursday 30th November**.

Interviews are likely to be held in the week commencing 4th December via MS Teams. Successful candidates will then be offered an in person interview the following week, location to be determined.

If you have any questions about the Project Support Officer role, please contact info@essexsuffolkrivertrust.org.

Equality, Diversity, and Inclusion

Essex and Suffolk Rivers Trust is an equal opportunity employer. We 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.

Job Description

Post title: *Project Support Officer*

Function: *To support development and delivery of projects, and administration of the Combined Essex Catchment Partnership.*

Reporting to: *Project and Catchment Officer*

Responsible for: *Volunteers, external contractors, and consultants assisting with ESRT work.*

Employment Terms

Term: 18-month initial term (with potential to extend subject to funding)

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

Salary: £24,000 p.a.

Pension: NEST pension scheme

Holidays: 25 days plus statutory holidays

Place of work: Home working with some travel throughout Essex and Suffolk. Future hybrid home and office working.

Working Relationships

Internal: ESRT Director, Project and Catchment Officer, Admin and Communications Officer

External: A wide range of contacts and partners including Combined Essex Catchment Partnership members, the Rivers Trust network, Environment Agency, Water Companies, Local Authorities, Natural England, AONBs, project funders, farmers and landowners, other NGOs and local interest groups and communities.

Purpose of Post

Support development and delivery of Catchment Improvement Plans for the Rivers Blackwater and Pant (a main tributary of the Blackwater) informed by externally contracted Fluvial Audits and discussions with partners and local communities.

Working with the Director and other ESRT staff, support the administration of the Combined Essex Catchment Partnership, ensuring effective networking and communications with partners and the promotion of partnership projects.

Main Responsibilities

Project management

1. Support the delivery of Fluvial Audits for both the Rivers Blackwater and Pant. Manage delegated project budgets to ensure expenditure remains on track and within the allocated budget.
2. Support the preparation of clear and concise progress reports for Project Steering group and external funders.
3. Co-ordinate the review of outputs in line with funders requirement through a staged draft and final reporting process.
4. Engage with farming communities and parish councils on the Fluvial Audit process and its outputs to ensure Fluvial Audit outputs are explained and understood.
5. Working with the Administration and Communications Officer, ensure that all administrative records relating to the project are kept up to date and that all reporting is completed accurately and on time.
6. Report at the earliest opportunity concerns about project delivery to the Project Manager and keep risk register up to date.

Development of Catchment Restoration Plans for the Blackwater and Pant catchments

7. Compile and deliver prioritised plans for the restoration of the Blackwater and Pant catchments based on recommendations from the Fluvial Audit and the input from partners and stakeholders.
8. Use GIS to produce maps within the plans to illustrate the actions and prioritised locations for restoration measures.
9. Plan and support delivery of workshops and events where required to help communicate the project process and outcomes.
10. Identify project opportunities during the development of the plans which could be delivered sooner and support the Project and Catchment Officer with the development of these projects.
11. Liaise with site owners and regulators (Environment Agency and Local Authorities) to ensure all permissions and formal consents required to undertake the work are obtained.

Catchment Partnerships Management and Coordination

12. Maintain regular communication with partners within the Essex Catchment Partnership through organising regular meetings of the partnership groups (at least 3 per year), ad-hoc subgroups, and direct contact with individual partners.
13. Increase knowledge of the issues, challenges and opportunities within the catchments using existing and emerging evidence and data, ensuring that relevant knowledge and information is shared with partners via the catchment websites and other communications, including events, presentations, and e-newsletters.
14. Working with the Director, Admin and Communications Officer, and partners, identify potential funding and partnership opportunities, providing technical input to the development of partnership project

and funding proposals that address the issues and agreed priorities within the catchments.

15. Liaising with Environment Agency (EA) and the CaBA network, ensure that the catchment plans are maintained and kept up to date utilising the latest EA and CaBA data packages.
16. Update and maintain the Partnership's online story map that illustrates our catchment management plan.
17. Keep abreast of developments in GIS that could support the operations of the Trust and brief the Trust Manager about these developments.

General Duties

18. Uphold the values and ethos of ESRT and represent the organisation as and when required in a range of settings.
19. 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.
20. Ensure that ESRT policies and procedures, including Health and Safety, are always understood, and adhered to.
21. Working with other staff, assist with the general marketing and promotion of ESRT and its work.
22. You may be required to carry out other duties and tasks as required from time to time for the efficient operation of the Trust.

Person Specification

Criteria	Essential	Desirable
Education and Training		
Relevant qualifications at degree level, for example in Physical Geography, River Management and Restoration, Environmental Science.	✓	
Experience		
Experience using IT software including email, MS Word, PowerPoint, Excel and MS Teams.	✓	
Environmental Project Management experience, strong track record of delivering projects working with consultants and contractors.		✓
Experience managing contracts and contractors.		✓
Experience in preparing and using health and safety protocols, such as risk assessments & method statements		✓
Familiar with paying for environmental goods and services, for example Ecosystem Services, Natural Capital, Biodiversity Net Gain.		✓
Experience in project monitoring - collection, analysis and presentation of data.		✓
Experience developing project proposals and funding applications		✓
Knowledge		
A sound working knowledge of river morphology and/or ecology, working with natural processes and natural flood management.	✓	.
Understanding of climate change issues affecting land and water management		✓
Skills and Abilities		
Ability to use GIS for development of maps and analysis of opportunities.	✓	
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	✓	
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 and voluntary organisations		✓