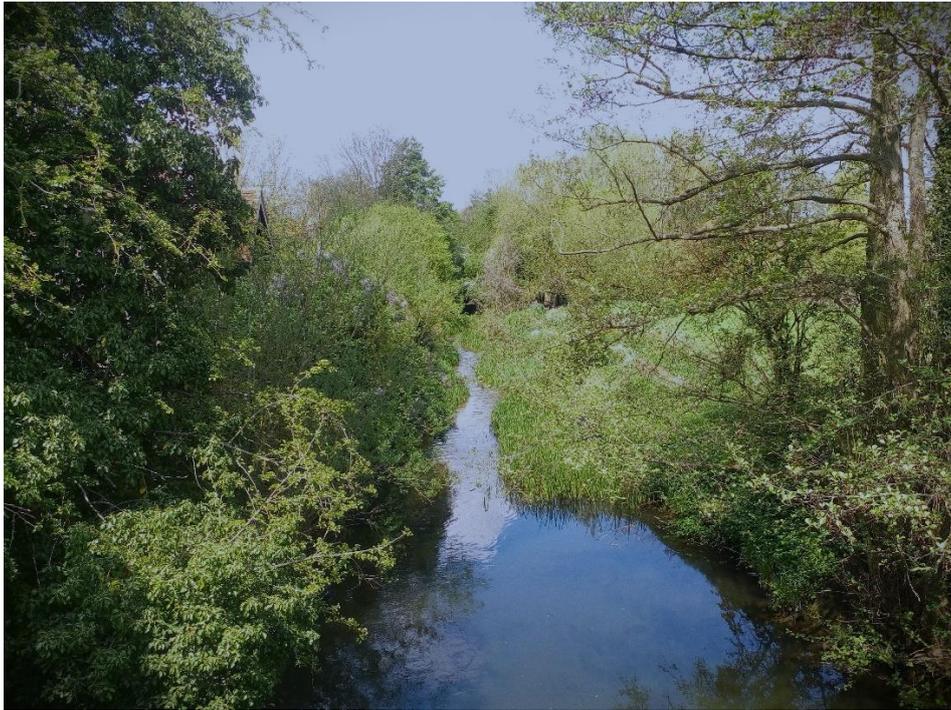


## POST OF DIRECTOR, ESSEX AND SUFFOLK RIVERS TRUST INFORMATION TO APPLICANTS



***Applicants are encouraged to read these notes carefully before applying and refer to our website for further information.***

### **About Essex and Suffolk Rivers Trust (ESRT)**

Essex and Suffolk Rivers Trust was formed in 2013 and is part of a network of 63 Rivers Trusts throughout the UK and Republic of Ireland. We are independent, local charities governed by our own Boards of Trustees. We are members and staunch supporters of the national Rivers Trust.

Our mission is to protect, promote and enhance our freshwater and estuarine ecosystems for people and wildlife with a focus on rivers. We are a small organisation with big ambitions and in September 2020 we adopted a new rolling business strategy to guide our work and development.

To date, we have worked with partner organisations to undertake a range of projects to restore and improve river environments in Essex and Suffolk. Here are a few examples:

- The holistic water management programme on the River Deben, led by Suffolk County Council where we worked in partnership to create three natural flood management projects in the upper Deben.
- East Suffolk Watershed Initiative involved restoration of 650m of water meadow dyke at Easton, desilting of a dyke at Bramford, channel restoration and creation of an interception pond at Shottisham. We worked in partnership with Suffolk FWAG to provide advice to landowners and farmers on soil management.
- We partnered with Muntons, the global malting company, and the Environment Agency to deliver habitat improvements at their headquarters site in Stowmarket.
- A two-year project was completed on the River Colne to plant 3,550 m<sup>2</sup> of trees and shrubs to the riverbank within a grazing meadow at Seven Arches Farm upstream of Colchester. ESRT Trustees have local knowledge of the river and have carried out chemical monitoring and river fly monitoring over 3 years.
- We worked with the Spains Hall Estate and Environment Agency to install natural flood management measures such as leaky dams in two tributaries of the River Blackwater with the aim of reducing flooding in the nearby village of Finchingfield. The estate has successfully reintroduced beavers after an absence of 400 years.
- As part of a European consortium of organisations under the Topsoil programme, supported by the EU Interreg fund, we delivered a trial managed aquifer recharge project at Broxstead, in Suffolk which has been instrumental in informing the development of the Felixstowe Hydrocycle Project. In partnership with Essex and Suffolk Water we investigated sources of sediment and pollution run-off into Layer Brook at Abberton Reservoir in Essex. This has resulted in the installation of strategic interventions to sediment run off, including leaky dams.
- We delivered a successful programme of riparian tree planting and river restoration at various locations in East Suffolk, working in partnership with the Environment Agency, farmers and private landowners.
- We are working on the Water for Tomorrow project, supported by EU funding, and in partnership with Environment Agency, Water Resources East and the national Rivers Trust, to raise awareness of water resource issues in East Suffolk and work with farmers, abstractors and local communities to find local solutions to growing water shortage problems.
- We are delivering a programme of Himalayan Balsam control in Essex and Suffolk. We seek to extend this work to tackle a range of Invasive non-native species affecting river habitats.

The Trust is governed by a Board of nine Trustees who collectively have considerable experience and expertise in ecology, river restoration, farming, rivers and water management issues. The Board is supported by the Director and a staff team currently consisting of a Project Officer, Admin and Management Support Officer and Projects and

Admin Assistant who, together, manage operations, projects, partnership liaison, development, marketing, and fundraising activities. We also have the input and support of volunteers, professional consultants, local interest groups and a wide range of partner organisations, landowners and farmers throughout Essex and Suffolk.

## Catchment Partnerships

Essex and Suffolk Rivers Trust is proud to be the designated host organisation for both the East Suffolk Catchment Partnership (ESCP) and Essex Rivers Hub Catchment Partnership (ERH).

Catchment Partnerships are an important and growing strategic approach, bringing together organisations and individuals across river catchments, to build consensus and collective working to help protect and restore the water environment using a coordinated Catchment Based Approach (CaBA). There are around 100 catchment partnerships throughout the UK led by a locally appointed host organisation supported by DEFRA, the Environment Agency, Natural England and the Rivers Trust as well as a wide range of locally based organisations with common interests. Our role as a host organisation includes:

- Developing and coordinating the partnership, convening meetings, and providing secretarial support.
- Collecting and providing local evidence and data on issues and progress
- targeting and coordinating effective action with stakeholders and local communities
- identifying and securing funding to support improvements in the catchment
- incorporating holistic river basin management planning into the wider environmental management of the catchment.
- Increasing understanding and engagement throughout the land-owning, farming and local communities and businesses.

You can find out more about catchment partnerships and other useful information here:

<https://www.essexsuffolkriverstrust.org/>

<https://theriverstrust.org/>

[East Suffolk Catchments Partnership | EssexSuffolkRivers | Finchingfield \(essexsuffolkriverstrust.org\)](#)

[Essex Rivers Hub - Home](#)

[Home - CaBA \(catchmentbasedapproach.org\)](#)

## The role of Role of Director

Despite the impact of the Covid pandemic, the Trust has advanced its work in the following areas:

- the development and delivery of new project activity on the ground.
- the recruitment of three new skilled, professional, and committed members of staff and the ambition to further expand.
- taking on the strategic role of Catchment Partnership Host for the Essex Rivers Hub Partnership in January 2021.
- Building on partnership work as Host for the East Suffolk Catchment Partnership.

- An increase in income, influence, profile and activity and excellent prospects for a sustainable future.
- An active player in the growing Rivers Trusts movement which has been rapidly expanding its collective influence, profile, capabilities, and resources to take on the huge challenges which face our rivers and wetlands.
- A member of and key contributor to the work of Water Resources East in developing a new Regional Water Resources Management Strategy.

The new Director will build on these achievements and will lead and manage the organisation's development, delivery, and staff team, in line with our business strategy ambitions, to increase our impact and influence in taking the Trust to the next level of development. You will work closely with the staff team, Board of Trustees, and a range of organisational and individual partners throughout Essex and Suffolk to secure collective effort and cooperation in securing a sustainable future for rivers in the region for the benefit of all the people and wildlife that depend on them.

The role is highly interesting, varied and rewarding as you will be:

- leading the organisation through a time when the need to address the impacts of climate change, nature's recovery, biodiversity net gain and reversing the decline in our rivers has never been more urgent and important.
- engaging with a wide range of partners and stakeholders on strategic policy issues.
- championing the development and delivery of innovative projects to improve and restore the health of rivers and wetland systems in Essex and Suffolk.
- building the profile, support, funding, and resources needed to grow the Trust's influence, impact, partnerships and practical delivery.
- ensuring that the Trust is run according to its values of professionalism, openness and honesty, scientific integrity, inclusion, cooperative working, good governance and management.
- raising awareness and disseminating evidence based scientific knowledge of the importance of our rivers and their need for improvement and ecological sustainability to all walks of life in the region through all available forms of media.

The position is initially offered as a two-year contract and the Trust has every intention of extending the contract on a more permanent basis subject to sustainable funding growth and satisfactory performance.

Due to the Covid pandemic, we gave up working from a physical office in 2020 and, like so many organisations, have effectively adapted to home working and through online communications and meetings. We have established ways of being able to carry out physical practical work on the ground in teams, using contractors and with the support of volunteers, successfully applying safe and well-informed working methods. These arrangements are likely to continue for the time being, but we all look forward to of being able to work together again "as normal" re-establishing a new office. Our current approach is hybrid and adaptable, reviewed according to changing circumstances and current advice, to ensure continued safe and effective working practices.

The successful candidate will be expected to work from home in, or within easy commutable reach of Essex and Suffolk and able to travel extensively within the two counties. We are unable to provide a vehicle for this but will reimburse you at the rate of 45p per mile for use



of your own vehicle or cover costs of public transport expenses where appropriate on trust business.

Salary is in the range £43,000 to £45,000 per annum pro rata for three days per week, 7.5-hour day. Reasonable flexible working arrangements will be considered.

We offer 25 days paid annual leave plus public holidays pro rata along with an auto-enrolment pension through NEST, applicable after completion of three months service. The current rate is 3% employer contribution.

There will be an initial probation period of six months, subject to satisfactory performance.

A detailed job description and person specification is attached below.

## How to apply

**Please submit a full CV and a detailed, but concise statement of application marked CONFIDENTIAL to [Brendan.joyce@essexsuffolkriverstrust.org](mailto:Brendan.joyce@essexsuffolkriverstrust.org).** Your CV must include your education, qualifications, and employment history, explaining any significant gaps. Your statement of application should explain why you are interested in the post, what skills and experience you would bring to the post which are relevant to the job description and person specification, why you think you would be suitable and what you feel you can contribute to developing and growing the Trust in achieving its vision and mission. If you do not include these important details your application may not be considered further for shortlisting.

We will be assessing and shortlisting your application for an interview based on those candidates who stand out as most closely meeting the requirements of the post, so it is very important that you carefully read the job description, person specification and background information and frame your application accordingly. We recommend you study our Business Strategy which can be found on our website and background to the Rivers Trust movement as well as looking into the website links provided above. If you wish to include additional information in support of your application, please do so, but keep it brief and relevant.

Please include at least two employment referees. We will not approach them without your permission and only if we are considering an offer of employment.

**Closing date for applications: 12.00 Thursday 26 May 2022.**

**Interviews for shortlisted candidates are planned for Tuesday 7 June 2022.** We will contact shortlisted candidates by phone and email. Due to limited capacity and resources, we regret that we are not able to acknowledge all applications and if you have not heard from us by 7 June 2022, you should assume that you have not been shortlisted for interview.

Good luck and we look forward to hearing from you.

**Essex and Suffolk Rivers Trust  
May 2022.**

## Job Description

### Director of the Essex and Suffolk Rivers Trust

#### 1. Roles and responsibilities

##### **Strategic Leadership:**

- Develop the reputation of the Trust as a highly valued, well run organisation that is effective at delivering the objectives and aims of the Trust.
- Develop the Trust's strategy with the Trustees.
- Identify and develop opportunities for growth for the Trust.
- Be aware of and act upon national and local developments that will affect the strategy of the Trust.

##### **Operational delivery:**

- Develop and deliver the Business Plan that supports the agreed strategy.
- Work in partnership with other organisations in an effective manner that builds the reputation of the Trust and achieves good outcomes for our rivers and catchments.
- Ensure that projects are well managed on time and to budget, and that they deliver high quality outcomes for the rivers and catchments.
- Develop and implement processes to ensure that the Trust is run efficiently and is compliant with relevant legislation. Includes budget management, status and risk management reporting to Trustees, compliance with company and charity reporting requirements, health and safety and employment legislation and adherence to sound financial practice.

##### **Fundraising and financial stability:**

- Identify potential sources of funding.
- Write successful funding applications and develop strong relationships with all key funders.
- Manage the short and medium term financial stability of the Trust.

##### **Staff and volunteer management:**

- Attract, recruit, develop and retain staff and volunteers to support the delivery of the Trust's objectives.
- Delegate appropriately and prioritise workload of self and team to ensure effective delivery of the core strategy and Business Plan.

##### **Communication:**

- Be the face of the Trust, leading on all forms of partnership working, media liaison and project communications through attendance at meetings and project delivery.
- Ensure that the Trust's successes are communicated via website, newsletters, press and social media.
- Deliver timely, open and honest communication with partners, staff, volunteers, trustees and stakeholders.

## 2. Skills, qualifications, and experience

CATEGORY	REQUIREMENTS	ESSENTIAL/ DESIRABLE
Qualifications/ training	<ul style="list-style-type: none"> <li>Honours degree (or significant practical experience)</li> <li>Environment, science or related degree</li> <li>Post-graduate environmental or land management qualification</li> <li>Professional qualifications and memberships</li> </ul>	Essential  Desirable Desirable  Desirable
Environmental understanding and experience	<ul style="list-style-type: none"> <li>A passion for conservation, especially an understanding of the issues around catchment management, land management, soils, rivers and freshwater ecology</li> <li>Experience of working in the conservation non-profit sector</li> </ul>	Essential    Desirable
Personal qualities	<ul style="list-style-type: none"> <li>A motivated 'self-starter' able to take decisions and able to act on own initiative with minimal supervision</li> <li>Self-sufficient. Able to operate effectively without substantial administrative or technical support</li> <li>Strongly committed to the development of the Trust and to achieving the Trust's objectives</li> <li>A high level of 'emotional intelligence'</li> </ul>	Essential  Essential  Essential  Essential
Leadership and organisation	<ul style="list-style-type: none"> <li>Credible senior manager with a passionate interest in the environment</li> <li>Experience of formulating strategies and developing and implementing business plans</li> <li>Excellent influencing skills</li> <li>Experience of managing, motivating, and developing small teams</li> <li>Experience of working in the environmental charity sector</li> <li>Ability to develop effective partnerships and cooperate with other organisations</li> <li>Ability to deal with challenging situations in a competitive and financially demanding market</li> </ul>	Essential  Essential  Essential Desirable  Desirable  Essential  Desirable
Financial and fund- raising skills	<ul style="list-style-type: none"> <li>Experience of managing budgets effectively</li> <li>Track record of successful fund-raising or high-level of personal commitment to delivering successful fund-raising</li> <li>Understanding of accounting practices in relation to small companies and charities</li> </ul>	Essential Essential   Desirable

Communication	<ul style="list-style-type: none"> <li>• Demonstrate a high level of influencing skills</li> <li>• Demonstrate the ability to communicate passion for the objectives of the Trust</li> <li>• Excellent verbal and written communication, specifically able to communicate complex issues to diverse audiences in a straightforward manner</li> <li>• Experience of communication progress to a range of audiences via a range of media including website, social media and newsletter</li> </ul>	Essential Essential Essential Desirable
Project Management	<ul style="list-style-type: none"> <li>• Proven track record of successful delivery of environmental projects</li> <li>• Experience of project management methods and disciplines (planning, budgeting tracking, reporting)</li> <li>• Understanding of regulatory and legal requirements in relation to environmental projects</li> </ul>	Desirable Essential Essential
Local knowledge and networks	<ul style="list-style-type: none"> <li>• Existing network of stakeholder contacts in the Essex and Suffolk areas</li> <li>• Knowledge of Essex and Suffolk rivers, ecology, land use, issues, and challenges</li> <li>• Resident within the Essex or Suffolk area</li> </ul>	Desirable Desirable Essential

### 3. Competencies and personal attributes

- High level of literacy and numeracy.
- Articulate speaker in conversation and formal presentations, with significant motivational skills.
- Able to work on own initiative with minimal supervision.
- Sufficient IT skills to be self-contained.
- Able to use MS Office to a good degree of competency.
- Able to manage and remain motivated in an environment of uncertainty.
- Open minded and able to embrace change and develop new skills.

### 4. Working relationships

- Reports to the Chairman and Board of Trustees. An essential requirement of the post is that the Director has the confidence of the Chairman and Trustees.
- Members of the ESRT staff will report directly to the Director
- The Director is responsible for maintaining positive working relationships with partners, members, suppliers, and stakeholders. These will include (but are not limited to) the Environment Agency, local Wildlife Trusts, Natural England, Fisheries organisations, schools, farmers and landowner organisations (CLA and NFU).

Essex and Suffolk Rivers Trust  
May 2022.