



## JOB DESCRIPTION CATCHMENT MANAGER

**REPORTS TO:** Trust Director

**RESPONSIBLE FOR:** (Occasional) Volunteers, contractors

**LOCATION:** South East (South London, Surrey, Sussex and Kent) with an option of home working or an office base in Carshalton. Travel to meetings throughout the UK.

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The South East Rivers Trust (SERT) is an environmental charity dedicated to enhancing the health of rivers through catchment and river management across the South East of England (including parts of South London, Surrey, Sussex and Kent). SERT has recently expanded its area of coverage having grown out of the Wandle Trust. The Trust is a member of the national Rivers Trust and is part of the rivers trusts movement which is described as having 'wet feet' because it concentrates its efforts on practical improvement works on the ground. SERT strives to underpin this work with sound science and best practice and works with a range of partners to deliver ecosystem improvement, engagement and education activities on rivers. The Trust aims to set international standards for community-driven sustainability and environmental excellence.

SERT is seeking a Catchment Manager to assist the establishment of SERT within its new area and take the Trust to the next level. The role will include developing long-lasting relationships with stakeholders and partners; bringing together new partnerships and supporting existing ones; delivering the government's Catchment Based Approach initiative; and leading the development of new projects ready for delivery.

The role will suit a natural leader and good communicator who is personable, diplomatic and passionate about rivers; a good level of river enhancement technical knowledge will also be required. Initially offered as a one-year fixed term contract, it is hoped that this would be extended subject to satisfactory performance and funding being secured. This is an exciting opportunity to make a contribution to the establishment of a new rivers trust and to make a real difference to the environment.

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### JOB SUMMARY

This role is integral to the development of SERT and its establishment within its recently extended geographical area. You will work across the SERT area to develop quality and productive relationships with a range of partners and stakeholders to facilitate co-ordinated work to enhance river ecosystems. You will contribute to the business development of the Trust and ensure effective geographical coverage and communication with stakeholders and partners across the area. You will undertake effective data collation and information management and communicate information with a range of stakeholders through a variety of media.

You will deliver the government's Catchment Based Approach (CaBA) initiative for SERT, leading and supporting catchment partnerships across the SERT area. The CaBA aims to bring together partners to

discuss issues specific to their local rivers, identify local solutions and, ultimately, develop projects and foster action to address these issues. The CaBA is driven by the requirements of the Water Framework Directive but may be used as a tool to bring about much wider benefits, which will add to the value of projects and actions which address river issues. You will interpret data and evidence and use your knowledge and experience of how to tackle river issues to propose solutions and develop the technical detail of projects to address them. You will need a good understanding of policies pertaining to water management and the constraints of Partnership members and stakeholders.

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## **KEY DUTIES AND RESPONSIBILITIES**

### **1. Support the development and establishment of SERT**

- 1.1 Develop quality and productive relationships with partners and stakeholders across the SERT area.
- 1.2 Ensure effective geographical coverage such that SERT is represented across its area and local information and knowledge is captured.
- 1.3 Provide technical advice on river (including catchment) issues and sustainable enhancement solutions.
- 1.4 Co-ordinate, manage and present data and information about rivers catchments through a variety of media.
- 1.5 Develop business opportunities through partnership working.
- 1.6 Lead and contribute to securing a solid diversified funding base.

### **2. Coordinate and Support Catchment Partnerships and the Catchment Based Approach (CaBA)**

- 2.1 Deliver the government's CaBA for SERT.
- 2.2 Facilitate or take a leading role in co-ordinating and delivering Catchment Partnerships as appropriate.
- 2.3 Encourage and facilitate participation by a full range of stakeholders, e.g. water companies, local authorities, appropriate Environmental NGOs, the Environment Agency, local businesses, land users and land owners.
- 2.4 Implement a framework to enable Catchment Partnerships to transparently deliver an ecosystem approach to river and catchment enhancement. This will involve: identifying and prioritising issues based on sound data and evidence including local knowledge; identifying solutions with consideration of local constraints and the delivery of multiple benefits; developing projects to implement the solutions; working towards securing the delivery of these projects, e.g. through commitment from partners, fundraising, etc.; and capturing information to inform further understanding and delivery.
- 2.5 Facilitate and support the work of partners to implement river catchment management.
- 2.6 Ensure information about project delivery and monitoring is captured and informs Partnership work.

### **3. Project development and management**

- 3.1 Assess catchment and river issues and present an evidence-based approach to management options

- 3.2 Develop project outlines to address these issues in accordance with funders' requirements.
  - 3.3 Contribute to securing funding to take project proposals forward to delivery.
  - 3.4 Ensure good record keeping, project and budget management, including contributing to reporting and claiming processes as necessary, and adhere to Trust policies, e.g. health and safety, equal opportunities, etc.
  - 3.5 Other duties as may be appropriate to the position.
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## **PERSON SPECIFICATION**

Please keep this person specification in mind when completing your application. Knowledge, experience, skills and aptitudes will be assessed through the application process and at interview.

1. Experience of working in partnership with a range of organisations and sectors to achieve common goals.
  2. Understanding of the policy and legislation pertaining to the natural environment, freshwater ecosystems and stakeholder organisations involved in Catchment Partnerships.
  3. Good level of knowledge and understanding of how river ecosystems function.
  4. Knowledge and demonstrable experience of identifying and resolving issues that degrade river ecosystems.
  5. Demonstrable experience of data analysis and evidence collation to inform work programmes with analysis and presentation achieved through a variety of media, including GIS, social media, presentations, etc.
  6. Demonstrable experience of a wide variety of successful fundraising to deliver environmental enhancements.
  7. Proven and successful management of projects and budgets to deliver environmental (capital) projects.
  8. A natural leader able to apply sound science, passionate about freshwater ecosystems, personable and diplomatic.
  9. Self motivated with good administration, organisational, presentation and time management skills and a strong ability to multi-task.
  10. Excellent communication skills: verbal and written.
  11. Good IT skills with a good working knowledge of Microsoft Office and GIS.
  12. Understanding and commitment to equal opportunities good practice and ability to relate to people from a cross section of the community.
  14. Experience of working within a small organisation and the public or voluntary sectors.
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## CONDITIONS OF SERVICE

**Salary:** £28,000 – £32,000

**Contract period:** The position is full time, 5 days a week, for one year (with possibility of extension subject to funding being secured). The appointment will be subject to a 2 month probationary period during which no holiday can be taken unless in exceptional circumstances and by prior arrangement.

**Termination of employment:** The period of notice to terminate the appointment will be three months by either party (one month during the probationary period).

**Driving licence:** A full driving licence is required with your own vehicle available.

**Pension:** SERT operates a contributory pension scheme approved by the Rivers Trust and will pay 6% of salary subject to a 4% employee contribution.

**Hours of work:** The basic working week is 40 hours. Some evening or weekend work may occasionally be required for which time off in lieu can be taken. No overtime will be paid.

**Annual Leave:** Annual leave entitlement is 25 days.

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## APPLICATION PROCESS

Please complete the accompanying **application form** and email it together with your **CV** (two pages max.) to [jobs@southeastriverstrust.org](mailto:jobs@southeastriverstrust.org). Closing date: 12 pm (noon), Thursday 4<sup>th</sup> June 2015. Interviews are likely to be in the week commencing 8<sup>th</sup> June 2015.