



JOB DESCRIPTION

River Waveney Trust Catchment Resilience Officer

Salary: £31,277 - £33,683

Hours: Full-time. 37.5 hours working week.

Duration: Permanent contract.

Location: Blended model: home working plus office space in Bungay provided. Candidate must be based within easy travelling distance of the Waveney Catchment due to the number of site visits and face-to-face meetings required for the role.

The River Waveney Trust (RWT) is an environmental charity dedicated to improving and protecting the River Waveney, making it a better place for people and wildlife. We are part of the Rivers Trust movement, a network of over 60 Rivers Trusts across the UK. We work on a variety of projects with partners, communities and volunteers to deliver a wide range of projects including river restoration, natural flood management, farm advice, river access, river monitoring, volunteer events, community engagement and education.

The role will suit an individual with experience working with farmers/landowners and delivering environmental projects, with an emphasis on rivers and catchments, specifically natural flood management (NFM). We are interested in transferable skills and there will be opportunities to learn within the role.

We are committed to providing equal opportunities and welcome applications from all groups, communities and personal circumstances. The staff team is welcoming, open and inclusive and places a high value on supporting each other to work to the best of our abilities.

MAIN RESPONSIBILITIES

Note that the role until March 31st 2027 is to manage delivery of the final year of a 3-year Defra funded Natural Flood Management project based in Diss. On completion of the project the role will work alongside the rest of the team to develop and deliver a suite of catchment resilience / nature-based solution (NbS) projects across the catchment.

- Project manage a suite of NFM projects in the Diss area, including landowner relationships, permitting, tendering and on-the-ground delivery / contractor and consultant management.
- Work closely with farmers, landowners, local communities and partner organisations to develop and deliver Catchment Resilience & NbS projects across the Waveney



Catchment. This includes land use changes, natural flood management, landscape water holding features and river restoration projects.

- Promote Catchment Resilience & NbS: run community meetings, develop land manager relationships and secure site visits, as necessary, to raise awareness, and secure delivery sites.
- Use mapping programmes such as ArcGIS, Scalgo and Scimap to help effectively site and design Catchment Resilience & NbS projects.
- Scope out the feasibility of projects in the field, develop ideas into outline designs, translate into detailed designs, with support from the RWT Catchment Resilience team.
- Deliver relevant farm advice as needed on land management changes related to water in the landscape.
- Carry out monitoring and data collection as required, including using volunteers where appropriate.
- Seek funding for land managers to maintain features on their land.
- Promote NbS in media, print, newsletters, at talks and events and on social media.
- Lead on funding bids to secure NbS delivery funding.
- Seek funding and develop funder relationships, to ensure continuity of NbS and catchment resilience work in the catchment.

Other

- Attend relevant catchment and partnership meetings as necessary.
- Contribute to reports as required for internal reporting and funders.
- Keep project budgets up-to-date.
- Carry out all duties and responsibilities with reasonable care for the health and safety of oneself and any other persons and co-operate fully with the River Waveney Trust in health and safety matters.
- Any other duties as reasonably required by RWT.

PERSON SPECIFICATION

Essential Experience and Knowledge

- Valid driving licence and own car insured for business use.
- Experience in delivering relevant environmental projects and/or farm advice.
- Degree or equivalent qualification/experience in land management.
- Experience of soil and water conservation.
- Ability to build excellent working relationships with farmers, landowners and communities.
- Computer literate in all basic programmes, including spreadsheets.



Personal Skills and Qualities

- The ability to work together as part of a small team and be adaptable to different ways of working.
- A willingness to learn together and support each other in our journey as a small, ambitious and growing Rivers Trust.
- The confidence to share our work in different ways, to different audiences.
- Self-motivated and able to work independently with minimal supervision, managing own time, prioritising and meeting deadlines.
- Strong organisational skills and attention to detail.
- A commitment to the vision and values of the River Waveney Trust.

Desirable

- Experience of planning and delivery of NFM/NbS/river restoration projects.
- Able to use ArcGIS and other mapping programmes to plan project work.
- Experience in procurement and contractor management for environmental projects.
- Track record of managing projects and associated budgets.
- Working knowledge of farm environmental stewardship schemes.
- Previous experience of organising and facilitating on-farm/community events.
- Knowledge of the Waveney catchment.

GENERAL INFORMATION

Salary: Offered at £31,277 - £33,683

Contract period: Permanent contract.

Annual leave: Annual leave entitlement is 25 days, plus bank holidays, plus your birthday off.

Hours of work: A working day is 7.5 hours, generally from 9am-5pm, with an unpaid half hour lunch break. Flexible work hours are fully acceptable for personal circumstances and we are happy to accommodate any requirements needed in order to make the role work for the right candidate.

Pension: 9% employer pension offered.

Driving licence and vehicle: A full driving licence and access to a vehicle is essential. Due to the remote nature of the work, we cannot accept applications from individuals who do not have a driving licence or access to a car. The candidate is expected to insure their own vehicle for work-use (this should not increase the premium). Mileage expenses are paid at £0.45 a mile. Mileage does not cover commuting to the office but will cover agreed commutes from home and office within the catchment.



Application Process: Please send your CV and a cover letter/email outlining why you are interested and how your experience links to the job specification, also please state your notice period and that you have a full valid driving licence. At most two sides A4 recommended for each. We also accept videos in place of the cover letter. Note that we can only accept applications from those who already have the right to work in the UK. Please send your completed application to info@riverwaveneytrust.org

If you have any questions about the role, or would like an informal discussion, please don't hesitate to contact Martha Meek, the Trust's Director, martha@riverwaveneytrust.org or 07903 243108

Application deadline: Monday 27th April 2026

Interview venue and format: w/c Monday 4th May. In-person at our offices in Bungay. Can be held online if necessary.

If you have missed the deadline, or are unsure if you fit the criteria for the role, but still feel you would be a good fit for working with our Trust, please do forward on your CV which we will keep on record for the future.