



JOB DESCRIPTION

River Waveney Trust – River Access for All Project Officer

Salary: £30,815 Full-time

Hours: 5 days week, 7.5 hours day.

Duration: 2-year fixed term contract, with the intention to extend or make permanent.

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 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.

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. See the River Waveney Trust workplace culture document for more information.

This is a great opportunity to join our team as a full-time Community Engagement Officer for an initial 2-year contract. The post holder will work closely with the Community and Volunteering Officer who will also be working full-time on the project.

The role will suit an approachable and collaborative individual with experience of leading on community/engagement projects and working with volunteers, ideally also with experience in river focused conservation projects.

MAIN RESPONSIBILITIES

- Lead on our new 'River Access for All' project, funded by The National Lottery Heritage Fund.
- Run a 'River Waveney Bathing Water' community history project to gather and preserve photo and memories of using the river for bathing, including creation of a local exhibition and an online public platform to preserve for future generations.
- Lead on actions following the recent Bathing Water Designation application for Falcon Meadow.



- Design and install a bathing water platform at Falcon Meadow, Bungay.
- Work with and support long-term River Waveney Trust (RWT) River Warden volunteers to continue their work along the river, supporting surveys, training, ensuring health & safety and co-ordinating access work parties.
- Carry out tree management within the main river channel for biodiversity and access, using both volunteers and contractors.
- Coordinate strategic vegetation cuts to improve access and water flow along the river channel.
- Commission a feasibility study to facilitate a new access point to the river for the community in Diss.
- Attend external events to promote the work of the Trust.
- Share project news and events across a wide range of media types, reaching as diverse a range of people as possible.
- Inspire and recruit new volunteers.
- Ensure a high standard of health and safety at all times.

General

- Attend relevant team and partnership meetings as necessary.
- Contribute to reports as required for internal reporting and funders.
- Contribute to/write funding bids as required to ensure sustainability of the project.
- 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 criteria

- Valid driving licence and own car insured for business use.
- Experience of leading on community engagement projects.
- Experience of working with volunteers.
- Computer literate in all basic software packages.
- Experience of working collaboratively with partner organisations.
- Knowledge of river conservation.
- Experience in practical outdoor group sessions.
- Experience in health and safety for the above.
- Previous experience of organising and running events.

Personal Skills and Qualities

- The ability to work together as part of a small team and take ownership of projects.
- 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 criteria

- Experience in planning and delivery of history projects.
- Experience of working with children and young people.
- Experience of supervising and managing volunteers.
- Experience of health and safety related to water.
- Knowledge of the Waveney catchment.

GENERAL INFORMATION

Salary: £30,815 with progression in the role expected for the right candidate.

Contract period: The position is full-time, on a 2-year contract, with the intention to extend or make permanent.

Reporting to: Director or Senior Project Officer of the River Waveney Trust.

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-5.30pm, with an unpaid hour-long 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. Please note there will be up to 10 weekend workdays expected over the year, with time offered in lieu.

Place of work and ethos: A blend of home, office and other site visits/meetings is expected. Flexibility is encouraged to achieve a good work life balance, in exchange commitment, honesty and integrity are expected from the candidate. The candidate must be based within a reasonable distance of the Waveney Catchment. We cannot accept applications from candidates who are based remotely or who do not have the right to work in the UK.

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 within the catchment.

Application Process: Please send your CV and a cover letter explaining why you are interested and how your experience links to the job. At most two sides A4 recommended for each. We also accept videos in place of the cover letter. Please send your completed application to info@riverwaveneytrust.org

Please note an enhanced DBS check will be required for the role.

If you have any questions about the role, please contact Martha Meek, The Trusts Director martha@riverwaveneytrust.org or 07903 243108.

Application deadline: Monday 19th January 2026, 11.59pm.

Interview venue and format: Tuesday 27th January at our office in Bungay, Suffolk. In exceptional circumstances we can offer an online interview if needed.

If you have missed the deadline, or are unsure if you fit the criteria for this 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 future roles that may come up.

This role is majority funded by The National Lottery Heritage Fund, with funding also gratefully received from the following: The Limbourne Trust, The Simon Gibson Charitable Trust, Essex & Suffolk Waters Branch Out Fund, Mid Suffolk District Council, Geoffrey Burton Trust and the Paul Bassam Community First Revenue Fund.