



## **JOB DESCRIPTION**

### **River Waveney Trust - Senior Project Officer**

**Salary:** Offered at FTE £34,416, dependent on number of days worked.

**Hours:** The position is offered at a minimum of 4 days per week.

**Role:** Senior Project Officer.

**Duration:** Permanent role.

**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 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.

This is an exciting opportunity for a new person to join our Trust and take a pivotal role in developing and growing the organisation. The Trust currently comprises eight members of staff and is running many varied environmental and community projects with further work in development. The team is welcoming, open and inclusive and places a high value on supporting each other to work to the best of our abilities.

The role will suit an experienced and self-motivated individual with skills in project management within a charity setting. The ideal candidate will have a background in environmental charity work, with an emphasis on rivers and catchments, but other backgrounds and skill-sets will be considered if the candidate is dedicated to the role. Critical to the role is a solution orientated mindset, excellent soft-skills, enthusiasm and dedication to help our charity succeed in its mission. The role will include project managing the project workload of up to seven members of staff. This is a job share with an established member of staff, offered at a minimum of 4 days per week.

We are committed to providing equal opportunities and welcome applications from all groups, communities and personal circumstances.



## **MAIN RESPONSIBILITIES**

- Provide an essential supporting role to the project team, sitting on the senior leadership team, and working across the whole Trust to support effective delivery.
- Directly manage a range of environmental projects ensuring milestones are met, budgets are adhered to, and successful delivery is achieved.
- Support with or lead on direct line management of the team, depending on skills and experience.
- Identify funding opportunities and write funding bids to a variety of funders to ensure continuity and development of projects.
- Maintain and oversee all internal and external reporting systems and claims to funders, including project evaluation and impact assessment.
- Work with the Director to prepare and manage project budgets, and provide input to annual budgets and business plans.
- Work with the team to develop existing and new projects through effective team work, understanding of data and evidence and creative thinking.
- Oversee organisational communications and advocacy, including updates to social media, the website, quarterly newsletters and event marketing.
- Lead on organisational reviews as needed, for example contracts, H&S and policies.
- Lead on Trust administration, including: office management; procurement; training; recruitment and event support.
- Any other reasonable duties as required by the Trust.

## **PERSON SPECIFICATION**

### **Essential Criteria**

- Valid driving licence and own car insured for business use.
- Experience and a track record in environmental project management.
- A clear understanding of project lifecycles and the steps involved in managing a project from ideas stage through to evaluation.
- Experience of writing funding bids, with ideally a track record of successfully bringing in funding.
- Experience in managing budgets and project finances.
- Confident with use of Sharepoint, Microsoft Teams and excel databases, including setting up new systems.
- Some experience of line management responsibilities.
- Knowledge of the work of Rivers Trusts and the issues facing our water environments.

### **Essential Personal Skills and Qualities**

- The ability to work together as part of a small team and be adaptable and flexible to different working styles.
- A willingness to learn together and support each other in our journey as a small, ambitious and growing Rivers Trust.



- Enjoys the freedom to develop new effective ways of working and new projects.
- Solutions orientated team worker, with a priority for well-being.
- The confidence to share our work in different ways, to different audiences.
- Self-motivated and able to work independently with minimal supervision, manage time, prioritise and meet deadlines.
- Very strong organisational skills and attention to detail.
- Enjoys the outdoors across all the seasons.
- A commitment to the vision, values and workplace culture of the River Waveney Trust.

### **Desirable Criteria**

- Experience in river and catchment management, with an ambition to be part of a leading movement on rehabilitation of our UK rivers.
- Degree or other relevant qualification.
- Knowledge/experience of project management in the charitable sector.

## **GENERAL INFORMATION**

**Salary:** FTE £34,416, dependent on days worked.

**Contract period:** The position is offered at a minimum of 4 days per week. The successful candidate will contribute to the future long-term success of the role, through the development of projects and funding streams alongside the Director.

**Reporting to:** Director of the River Waveney Trust.

**Annual leave:** Annual leave entitlement is based on 25 days holiday (plus 8 bank holidays). Plus, one extra day for your birthday!

**Hours of work:** A working day is 7.5 hours, generally from 9 am to 5.30 pm, 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.

**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 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. 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](mailto:info@riverwaveneytrust.org)

If you have any questions about the role, please contact Martha Meek, the Trust's Director, [martha@riverwaveneytrust.org](mailto:martha@riverwaveneytrust.org) or 07903 243108

**Application deadline:** Sunday 9<sup>th</sup> November 2025

**Interview venue and format:** Tuesday 18<sup>th</sup> November 2025. Held at our offices in Bungay, although in exceptional circumstances we can offer an online interview.

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.