

Role Summary

Job title:	Programme Manager
Location of job:	Home based with regular travel requirements throughout your allocated regions of the catchment
Post holder reports to:	CEO
Salary:	£33,000 – £39,000 per annum (9% employer pension contribution)
Position type:	Permanent
Working arrangements:	<p>Full-time role (37.5 hours per week) with a flexible working approach</p> <p>28 days Annual Leave plus bank holidays. This will increase to 30 days, plus bank holidays, after successful completion of two years' service</p> <p>A generous home working allowance will also be provided</p>

Overall purpose of the job:

The Programme Manager role will join our expanding Operations Team, taking the lead on overseeing the coordination of a diverse portfolio of catchment restoration schemes, within *either* the middle or upper reaches of the catchment, depending on the location of the successful applicant. This will be an exciting, fast-paced role with potential for big impact, overseeing works at scale, along the course of Britain's longest river.

You will oversee and coordinate an expanding team, with 4 direct reports. You will work closely with the team, to support them in managing their individual projects, providing technical advice and general project management steer, to ensure our programmes of work are delivered to a consistently high standard, on time and within budget.

Finally, you will work closely with your counterparts in other areas of the catchment, and the wider management team, to develop new projects ideas, explore and test innovative ways of working, and share technical advice and knowledge. Altogether, you will play an integral role in the development of our organisation and our mission to improve the ecological resilience of the River Severn catchment.





Organisation Overview

About Severn Rivers Trust

The River Severn is the longest river in the United Kingdom, stretching 220 miles from its source in the Cambrian Mountains in Powys Wales, through the counties of Shropshire, Worcestershire and into Gloucestershire to the iconic estuary. The culture and economies of the historic settlements across the catchment have been intertwined with the river through commercial navigation, fishing, water supply and trade. Today, the Severn's rivers continue to play an essential role in supporting wildlife, wellbeing and economies of the region.

We are living through a time of great change. We are in the middle of a biodiversity crisis, and a climate emergency. We are witnessing disastrous loss of habitat, collapse of ecosystems, erosion of precious soils, increased flooding and devastating drought. At Severn Rivers Trust we are fighting for a future where our children and grandchildren can enjoy healthy vibrant rivers teeming with diverse and wonderful life – from Atlantic salmon to white clawed crayfish, and from freshwater pearl mussels to European eel.

The Severn Rivers Trust's mission for the Severn is a **healthy, resilient River Severn for everyone.**

The Severn Rivers Trust is the only organisation that works across the entire River Severn Basin area in both England and Wales, some 11,500 square miles! We are a proactive and adaptable team of dedicated staff. Our motto is "*We get our feet wet*" – meaning we make things happen on the ground and constantly strive to make a real and positive difference for the river and its communities.

Our work and how we organise ourselves

Our team comprises around 26 dedicated staff, organised across the following four teams;

- Operations Team
- Development Team
- Community Engagement Team
- Finance & Administration Team

Collectively, we are now delivering in excess of 60 conservation and engagement-based projects throughout our operational area. Our most notable projects cover the following work areas: river restoration, regenerative agriculture and outreach educational & engagement programmes. Inevitably, we do not work alone. Our work requires close collaboration with a host of statutory agencies, NGO's and private sector companies to maximise our impact. To learn more about our work, please visit our website:

www.severnriverstrust.com



Role requirements

Team management

- Manage an expanding team, comprising of 4 direct reports, providing support and leadership to enthuse, motivate and empower the staff
- Support the team, through the provision of technical advice and mentoring, to aid their decision making when delivering habitat interventions and giving land management advice, ensuring we make the right decisions, in the right places
- Make decisions on resource allocation, such as when and where to deploy staff resource, when to procure sub-contractors and when to recruit new staff, to service ever evolving workstreams by the most efficient means
- Encourage innovation within the team, recognising good ideas and providing support to develop and refine them into new projects
- Prepare staff work programmes and undertake individual Personal Development Reviews, to determine staff priorities and provide a framework to support their professional development

Financial management

- Financial oversight of the teams work programmes, including budget forecasting, tracking and reprofiling, to ensure the teams finances remain robust and resilient
- Provide support to your team to enable them to interpret and manage their individual project budgets, giving them the autonomy and confidence to make financial decisions independently
- Oversee the teams grant claim requirements, preparing progress reports and supporting the Finance Team in collating evidence

Project development & fundraising

- Proactively develop new, innovative programmes of work and pursue funding for their inception, through grant applications, voluntary donations or securing private investment
- Work closely with our development team, to support them in the development of new natural capital services



Partnership working & collaboration

- Proactively work to establish strong working relations with our stakeholders and partners and establish SRT as the 'go-to' delivery body
- Represent and promote SRT at external events, through the delivery of presentations, webinars and training workshops
- Responsible for coordinating one of the six Catchment Partnerships in the Severn Basin, working to bring together partners to share knowledge, develop ideas and encourage collaboration

Other Duties

- Proactively follow developments in environmental policy to ensure the work of the team remains aligned with key legislative drivers
- Lead by example in prioritising health and safety and wellbeing by taking responsibility for yourself, your team, and all those participating in our work
- Support in establishing a workplace culture, where staff are motivated to come to work, capable of performing to their highest standard and comfortable being themselves
- Overseeing the upkeep and maintenance of Operational premises within your allocated region.



Person specification

Skills and Experience	Essential	Desirable
Experience managing a team, with an ability to motivate, inspire and enthuse them to achieve results	✓	
Experience overseeing or delivering environmental programmes, with tight timeframes, to a consistently high standard	✓	
An ability to identify issues affecting operational delivery and take measures to address them in a calm and professional manner	✓	
Proven track record in securing funding for the successful delivery of environmental programmes	✓	
Capable of managing and prioritising a demanding workload, independently	✓	
Experienced in budget management, including; forecasting, tracking and reporting	✓	
An ability to establish and monitor effective systems for working to help staff manage and streamline workloads.	✓	
Highly effective, confident communicator, capable of producing and delivering strategic-level presentations for partners, funders and policy makers	✓	
A track record of successfully building a network of partnerships for collaborative working and fundraising.	✓	
Experience of leading a safe working culture and a preventative approach to mitigate risks within their team.	✓	
A good, broad understanding of environmental conservation and land management	✓	
Experience working collaboratively as part of a management team	✓	
Experience of using finance software's such Xero		✓
Comprehensive knowledge, skills and experience in an area of specialism, such ecological restoration, agriculture or other area of land management		✓
Knowledge of Natural Capital and the opportunities it presents to our organisation		✓
Relevant degree level qualification		✓



General Notes

This post will be based from the home address of the appointed employee, with an expectation of regular travel throughout the allocated regions of the catchment and occasional travel to the Trust's offices in Martley and Welshpool. Therefore, a full, current UK driving license and daily access to a vehicle covered by business insurance is essential for this role. To reduce travel time and carbon footprint we would prefer candidates to live within the project area. Mileage costs will be reimbursed.

This position may occasionally be required to work during evenings, weekends and public holidays to meet the requirements of the project. The Trust operates a time-off in lieu system.

Application process

For further information or to discuss this post please contact Joe Pimblett, CEO on

joe.pimblett@severnrivertrust.com

07730 559 128

Deadline for applications: **Midnight, Wednesday 1st March**

Interviews for this post will take place during week commencing 6th March

To apply for this role please send a copy of your CV to admin@severnrivertrust.com along with a two page summary, setting out how your skills and experiences will enable you to meet the role requirements of this position, as set out in the *Role Requirements* section of the job description. Please use the 5 sub-headings to organise your response.

Due to the high levels of applications usually received by the Trust for job vacancies we will only contact candidates who are invited to interview for the position.

Thank you for your interest in the role with the Severn Rivers Trust.