



Job description

Job title:	Project Manager – Catchment Partnerships
Location:	Hybrid working - work throughout the Yorkshire Dales and surrounding area as part of a small, dispersed team.
Accountable to:	Senior Catchment Partnerships Manager
Salary:	£33,104 - £37,404 (depending on experience)
Hours:	37.5 hours per week (will consider applications for part-time working and job share)
Term:	Permanent
Transport:	You will be required to provide a car but will be reimbursed for business-related mileage (currently 45 pence per mile) within the catchment.
Employment subject to:	Satisfactory references and six-month probationary period.

Catchment Partnership Manager

As Catchment Partnership host in the SUNO (Swale, Ure, Nidd and Ouse) and WLO (Wharfe and Lower Ouse) catchments, Yorkshire Dales Rivers Trust are seeking an energetic, experienced and committed person to join our Senior Catchment Partnership manager in managing and continuing to develop our Catchment Partnerships portfolio, across a diverse landscape of rural and urban river catchments.

This exciting opportunity will include responsibilities for the strategic development and implementation of our two catchment partnerships known collectively as the Dales to Vales Rivers Network (DVRN)

Our primary aim is to deliver the Catchment Based Approach and tangible on-the-ground improvements that achieve clean, healthy rivers which deliver social benefits for our communities.

The successful candidate will have operational experience at catchment level. The candidate will take a strategic overview of both catchment partnerships and guide our growing Catchment Partnerships team, enabling the enhanced delivery of the four priority themes: –

- Stakeholder and Community Engagement, including the development of stakeholder groups
- Project Development, leading to delivery
- Securing funding for project development and delivery
- Knowledge sharing, to bring people together in a way of working that is inclusive, collaborative, cross boundary and catchment wide.

The role will be home based but will work across the Yorkshire Dales Rivers Trust’s area. A hot desk is available at the Trust office .

Catchment Partnership Manager Job Specification

Main objectives
<ul style="list-style-type: none"> • Facilitate, co-ordinate and develop the catchment partnership • Work closely with Environment Agency catchment coordinators to develop multi-year strategic approaches to delivering national Water Environment Improvement objectives and National Success Measures for Catchment Partnerships. • In partnership with the Senior Catchment Partnerships Manager, develop the value of the catchment partnership to partner organisations by identifying opportunities to improve our water environment and working collaboratively to get improvements to our water environment • Identify, develop and raise funding for river and water environment improvement projects working closely with the Senior Catchment Partnerships Manager. Take a leading role in funding bids. • Promote the work of the DVRN and raise the profile of CaBA • Lead on the administration and reporting of Catchment Partnerships programme • Arrange, Host and Coordinate Catchment Partnership Meetings including production of agendas, minutes and actions • Work with Catchment Partners and YDRT team members to <ul style="list-style-type: none"> ○ Identify, scope and develop river and water environment improvement partnership projects which are realistic and fundable, thereby enabling the implementation of the Catchment Partnership objectives.

<ul style="list-style-type: none"> ○ Lead on or contribute to the development of funding applications to enable the delivery of projects to meet Catchment Partnership objectives, as laid out in the Catchment Management plans ○ Share information between partners and stakeholders to ensure that all interested parties are up to speed with the latest information and knowledge of techniques, opportunities and developments in areas relevant to the Catchment Partnership ○ Engage local communities in the Catchment Partnership, building an understanding of the issues affecting the catchment and the role that they can play in improving the water environment in their catchment. ○ Where appropriate deliver community-focused projects that involve gathering data to inform evidence-based decision-making and support strategic, targeted environmental action. ● Identify ways of doing things innovatively to bring about greater environmental change
<ul style="list-style-type: none"> ● Act as an ambassador for the Trust's projects and wider work during day-to-day activities and at events, presenting a positive and welcoming image of the Trust to everyone.
Key responsibilities
<p><u>Work with the Senior Catchment Partnerships Manager to</u></p> <ul style="list-style-type: none"> ● <u>Promote the Catchment Based Approach</u> <ul style="list-style-type: none"> ○ Attend meetings to represent the DVRN. For example, CaBA conferences, CaBA workshops. ○ Proactively explain the benefits of CaBA to current and new members ○ Organise site visits for members ○ Organise themed forums ○ Run social media and communications for the network, linking in with YDRT Communications Officer. ○ Work on branding and key messages ○ To facilitate bids for funding to deliver projects ● <u>Deliver routine CaBA requirements</u> <ul style="list-style-type: none"> ○ Prepare reports and consultation responses. E.g.: <ul style="list-style-type: none"> ▪ Yearly CaBA benefits reports ▪ Yearly EA funding reports ▪ Challenges and Choices consultations as they arise ▪ Annual stakeholder analysis reports ○ Be the contact for ecological data sharing between members of the DVRN. No personal data will be shared as part of this role or the wider project. ● <u>Strengthen the Network and Drive Delivery</u> <ul style="list-style-type: none"> ○ Maintaining the Catchment Management Plan as required by the Environment Agency ○ Seeking funding to supplement DVRN activities ○ Proactively recruiting new members to the network

<ul style="list-style-type: none"> ○ To work with Key partners to help ensure organisational plans align with the aims of the Catchment Partnership where possible ○ Supporting the development of projects to a biddable/fundable state, writing and submitting of funding bids for projects to be delivered by partners. ○ As appropriate, programme/project delivery of funded projects.
<ul style="list-style-type: none"> • Keep Accurate records of all catchment partnership activities

This job description cannot cover every issue or task that may arise. The successful candidate may be expected to carry out other duties which are consistent with the aim and objectives of the post.

Catchment Partnership Manager Job-holder competency profile

Category	Competency	Essential or desirable
Qualifications & experience	A degree and/or experience in a relevant discipline (A degree is not essential if you have relevant experience)	Essential
	Current driving licence and vehicle which can be used for work purposes	Essential
	Experience in managing river restoration, land management and habitat improvement projects	Desirable
	Experience of working in a rural environment with different stakeholders including farmers and owners	Essential
	Experience of working in partnership with a range of organisations (e.g. government agencies, local authorities).	Essential
	Experience of working with a diverse range of people	Essential
	Experience in facilitating workshops and discussions	Essential
Knowledge	A good general knowledge of river ecosystems and hydrological processes	Essential
	A good general knowledge of land management and the constraints facing farmers and other land managers	Essential
	Knowledge of some of the river catchments (Nidd, Swale, Ure, Ouse and Wharfe)	Desirable
	A good understanding of the challenges of working in the NGO sector and/or a small organisation.	Desirable

Skills	Ability to use Windows/ Microsoft Office-based computing skills including Word, Excel, Power Point and Email	Essential
	Familiarity with and ability to use GIS	Desirable
	Excellent administrative and organisational skills	Essential
	Ability to communicate using websites and social media	Desirable
	Ability to communicate with a variety of different people	Essential
	Experience in producing funding applications	Essential
	Experience in managing budgets	Desirable
	Ambitious, self- motivated and dynamic with an ability to work on own initiative	Essential
	Proactive and insightful, knowing when to seek help to solve problems at an early stage	Essential
	Highly resourceful and creative, with a proven ability to solve problems	Essential
	Ability to prioritise and organise resources to deliver work on time, to budget and agreed quality standards	Essential
	Ability to lead and inspire others	Essential
	Adaptable to be able to work both independently and as part of a team	Essential
	Capacity and aptitude to work flexibly, with occasional evening and weekend working	Essential
	Workspace at home, conducive to productive home working	Essential

Terms and conditions

The following terms and conditions are typically offered to Yorkshire Dales Rivers Trust staff and are set out as a guide only. Terms and conditions may vary according to circumstances, and this summary does not form part of any subsequent employment contract.

Salary: £33,104 - £37,404 FTE depending on experience. Full time hours of works are typically 37.5 hours per week.

Probationary period: Six months. During the probationary period, the contract may be terminated with one week's notice.

Annual leave: 25 days annual leave plus bank holidays

Pension: Contributory pension. The Trust contributes 9% salary.

Location: The Trust has an office in Pateley Bridge. The successful candidate will have a hot desk available in the office but is not expected to work from the office every day.

To apply:

If you wish to apply, please send a CV (no more than two sides of A4) and covering letter (no more than two sides of A4), outlining how you meet the requirements of the person specification and job description by email to Charlotte Simons, charlotte.simons@ydrd.co.uk.

Applications must be received no later than 5pm on **Friday 4th July 2025**

Successful applicants will be invited to interview in person; more information will be provided if shortlisted.

If you would like more information on the role before submitting an application, you may contact Charlotte Simons, charlotte.simons@ydrd.co.uk.

The Yorkshire Dales Rivers Trust

The Yorkshire Dales Rivers Trust is a registered charity covering the Swale, Ure, Nidd, Ouse and Wharfe catchment areas with a mission to:

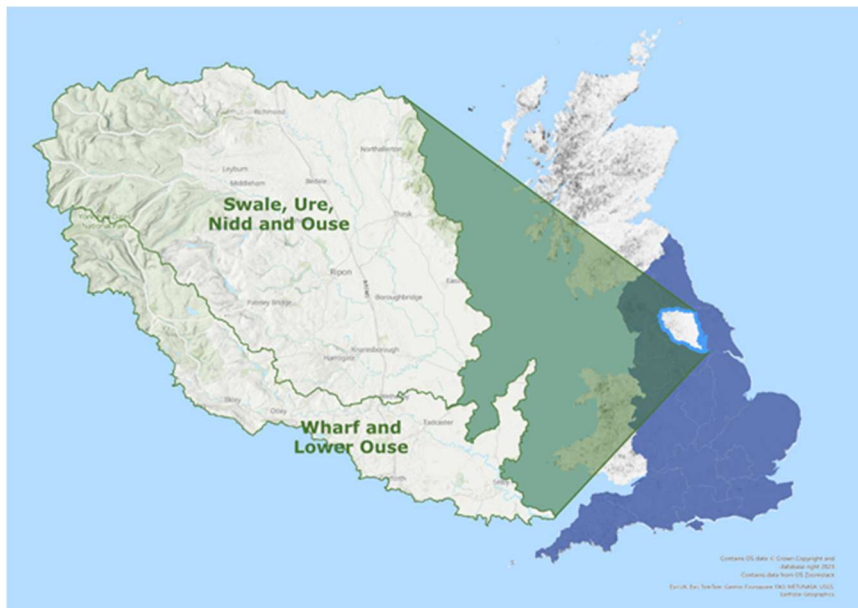
- Protect and conserve river environments and inspire others to contribute to this;
- Provide opportunities for people to learn about and enjoy rivers;
- Encourage partnership and collaborative working at a catchment scale.

The Trust undertakes a wide range of practical projects to improve the water quality and habitat of rivers and streams and to inspire other people to care about these environments. This includes working with farmers, landowners and communities to reduce water pollution, improve river habitat, address barriers to fish migration, and reduce the risk of damage from flooding. Volunteers have always been an essential component of the Trust, assisting with practical conservation work, monitoring and events.

The Catchment based approach (CaBA) is a community-led approach that engages people and groups from across society to help improve our precious water environments. The Yorkshire Dales Rivers Trust also hosts two catchment partnerships as part of the 'Catchment based approach' initiative, which act to facilitate working and coordinate activities across the catchment. - jointly known as the Dales to Vale River Network (DVRN) <https://www.ydrd.org.uk/dvrn/>. Working as part of the catchment partnership allows us to achieve much more for the environment than we could by working alone across a large catchment area.

The Trust evolved from a group of committed volunteers and is now overseen by a board of volunteer trustees. The Trust currently employs nine members of staff who are home-based with occasional use of office space at Pateley Bridge. The working culture of the Trust encourages a professional, committed and independent approach.

More information about the Trust can found on our website <https://www.ydrd.org.uk/>



YDRT catchment area.