

A wide-angle photograph of a construction site in a rural landscape. In the foreground, a deep, narrow trench has been dug into a grassy slope. Several workers in high-visibility orange and yellow clothing are working within the trench, some handling wooden planks. To the right of the trench, a red Kubota tracked excavator is parked on the grass. Further right, a yellow tracked trailer is loaded with stacks of lumber. The background shows rolling green hills, a few buildings, and a cloudy sky. The text 'Role Opportunity: Project Officer' is overlaid in large white font across the center of the image.

Role Opportunity: Project Officer



**Ribble
Rivers**
TRUST

WHO WE ARE

Ribble Rivers Trust (RRT) is a regional charity established in 1998 to conserve the Ribble Catchment, particularly its rivers, brooks, becks, and streams. Over the last 10 years, RRT has developed and grown into a sector-leading organisation, known for getting things done, strong partnership working and a collaborative approach.

Rivers are the heart of the natural world, and the heart of everything that we do. For over two decades our dedicated team has been using its vast knowledge of the local area, and the natural world, to improve our catchment containing over 3,000 miles of watercourses across Lancashire and North Yorkshire.

We are a group of over 30 dedicated and passionate people, working across 5 five teams focusing on **Data and Evidence, Land Management, People and Learning, River Conservation and Core Services**. Every team member is empowered to achieve their best.

Our teams work together on projects to improve, protect and create a mosaic of habitats and land uses that will lead to a healthy river environment. This is underpinned by a science-driven approach that helps us to focus on areas that have the greatest issues and could benefit the most from our efforts.

OUR APPROACH

Our approach to river conservation can be summarised as four inter-connected themes: water quality, water quantity, habitat quality, and habitat connectivity. These themes are interlinking and provide the foundation of a healthy river system and well-functioning ecosystems.



WATER QUALITY

Water quality is extremely complex. To put it simply, we focus on creating and sustaining clean, stable, and unpolluted rivers.

WATER QUANTITY

Water quantity refers to a sufficiency of water flowing naturally, without extremes of damaging flooding or drought.

HABITAT QUALITY

Connected habitats are stronger and more resilient. Wildlife can move freely to meet their needs at different stages of their lifecycle.

HABITAT CONNECTIVITY

Quality habitats have variety and abundant wildlife. They are free from pollution, protected from issues, and functioning naturally.

OUR APPROACH

Each of these activities has a straightforward link to river conservation, but also to each other. Our farm advice team often finds leads for our woodland creation team, who might ask our data, evidence, and monitoring team to survey the area before we commence project development.

Focussing on these activities enables us to ensure all the work we undertake serves a purpose and contributes to our goal of healthy rivers. Plus, we know that all our projects are necessary and relevant to our aim of protecting the Ribble catchment for wildlife and people.

As a data and evidence led organisation, everything we do is backed up by science. From identifying opportunities, to collecting evidence, to showing the project is needed, to monitoring success, data and evidence is the thread that runs through all our river conservation projects.

From the very start to the very end. You might be wondering why we use so much data and evidence, and there are many reasons, but it all boils down to the fact that data and evidence makes sure that we deliver the maximum benefit for wildlife and people, every time.



WHAT WE OFFER

Hybrid Working Environment

3 days a week at RRT's offices (Tuesday - Thursday), with the option to work 2 days a week from home (Monday and Friday) subject to operational requirements

Core Hours

We operate core hours of 10:00 - 16:00, and remaining contracted hours can be undertaken flexibly, as well as a TOIL policy if extended working is required.

Early Finish Fridays

Where additional hours are worked in the week, those hours can be taken as an early finish on a Friday (up to half a day)

Stakeholder Pension Scheme

Following a probationary period, we offer entry into our Stakeholder Pension Scheme, with increasing employer contributions for increasing years of service

Annual Leave

25 days of annual leave (plus bank holidays), rising by 1 day for each year's service to a maximum of 30 days total

Professional Development

Opportunities for growth and learning through internal and external training

Travel Expenses

45p per mile for work travel from place of work to site

Regular team away days and social activities

WHAT WE NEED

Delivering improvements is the Trust's core focus, whether that's woodlands, wetlands or re-meandering rivers – we pride ourselves on “getting things done”. Having just completed the busiest year of project delivery in our history, our ambition and expectations are that we will increase delivery even further. We will achieve this through a range of projects and programmes focus on river conservation and Natural Flood Risk Management.

As such, the Trust is looking to recruit a competent, organised, and enthusiastic person with a passion for improving rivers and catchments, as well as working in partnership with other organisations and communities. The successful candidate will join a vibrant and talented team of 32, delivering a diverse portfolio of projects improving rivers in the Ribble Catchment. The role will work within the River Conservation Team, undertaking activities to support the delivery of projects, and aiding Project Managers in development of new projects.

THE ROLE

JOB TITLE	Project Officer
PURPOSE	Aiding in the development and delivery of practical river improvement projects.
LOCATION	Clitheroe
HOURS	Full-time 37.5 Hours per week
SALARY	£24,000 - £28,000 (depending on experience)
CONTRACT	2 Year Fixed (with anticipation of extension)

The role requires a confident and clear communicator with experience in undertaking activities such as surveys, site inspections, and preparing reports. Experience in engaging and communicating with stakeholders and delivery of projects in partnership will also be beneficial.

The successful candidate will have knowledge of landscape-scale conservation, Natural Capital, and Ecosystem Services. It is desirable that the candidate has a good understanding of the Water Framework Directive and Catchment Management. Knowledge of the Catchment Based Approach would also be beneficial.

KEY RESPONSIBILITIES

The Project Officer will report to the Head of River Conservation and duties will include:

- Supporting the delivery of river and wetland conservation projects, and other project activity as reasonably requested
- Assisting with applications to obtain necessary consents and permissions (e.g. Environment Agency permits) including:
 - Obtaining key site information (e.g. service checks)
 - Site surveys including environmental surveys
 - Producing reports and statements
- Assisting the procurement of works and services associated with projects:
 - Preparing tender documents
 - Undertaking accompanied site visits with contractors/consultants
 - Reviewing tenders/quotes
- Engaging and communicating with stakeholders, landowners and wider communities, including Anglers, Farmers, and Partners.
 - Attending and contributing meetings,
 - Taking minutes of meetings
 - Ensuring communication with stakeholders is maintained as a high standard
- Working with the Volunteer Supervisor and other colleagues to successful delivery of activities
- Communicating with the wider project team
- Undertaking project site visits to monitor progress of works, keeping records, and reporting onward
- Undertake site visits to identify prospective new projects to aid in project pipeline development.
- Assisting with all necessary reports, and keeping suitable records in line with the funding requirements and document retention policy
- Support colleagues to ensure that project costs are in line with project budgets
- Assisting the wider team to engage with local communities
- To maintain and develop partnerships with stakeholders
- Contribute to and assist in the production of publicity and marketing materials
- Any other reasonable duties as required by RRT

PERSON DESCRIPTION

The successful candidate will be highly self-motivated, an effective communicator and passionate about improving the environment, farming and rivers. Knowledge of the Ribble Catchment would be beneficial.

ESSENTIAL

- Degree level or equivalent related experience in environmental conservation
- Demonstrable experience in delivery of capital improvement projects ranging from habitat creation and restoration to public access
- Knowledge and experience of how land and habitats interact with water
- Knowledge and understanding of regulations around conservation projects
- Training and experience in the use of GIS (preferably ArcGIS)
- Ability to work on the differing tasks identified in the Job Description at the same time
- Enjoys working in a team, with diverse skills and experience
- Takes satisfaction in seeing the impact of their own, and the team's work
- Seeks opportunities to expand their knowledge, skills, and experience
- Excellent presentation skills and communication skills for a wide range of audiences
- Possessing good interpersonal skills, both face-to-face and over the phone
- Reliability, good attendance, and work performance
- Valid driving licence and own car, insured for business use
- Excellent organizational /admin skills and attention to detail:
 - Good IT skills / maintaining a filing system
 - Keeping records of work undertaken
 - Keeping records of expenses incurred
 - Awareness of the need for confidentiality

DESIRABLE

- Experience working within the river conservation sector
- Innovative problem solver
- Knowledge of the project area

TO APPLY

Please visit <https://ribbletrust.org.uk/job-vacancies/> for more information about our application process, and send a completed application form to admin@ribbletrust.com by

17:00 on the 8th of June 2026

Interviews will take place during the **week commencing Monday 15th of June 2026.**

If shortlisted, you will be given a task to complete beforehand, which will form part of the interview. For selected candidates, there will be a second interview later in June, during which you will meet members of the Engagement, Education and Partnerships team.

Please note we will not be accepting CV applications for this role.

OUR VALUES



Innovation

We stay curious and open to new ideas. We embrace change, seek better ways to do things, and champion creativity- from scientific methods to community engagement.



Multiplicity

We believe in the power of diversity- of ecosystems, of knowledge, of people, and of impact. We bring together different perspectives to create more resilient and inclusive solutions.



Positivity

We stay hopeful and forward-looking, even when the challenges are complex. We celebrate progress and lift each other up so that we can all approach our work with energy and optimism.



Action

We are doers. We turn data into decisions, and ideas into action. We take responsibility and move forward with purpose to deliver on our promises and make things happen.



Collaboration

We achieve more together. We listen generously and communicate openly. We build trust-based relationships within our team, with partners, and with the communities we serve.



Trust

We act with integrity, transparency to build confidence through openness and respect. We are honest, dependable, and consistent- in science, in practice, and in how we treat each other.