



**SPECIES  
SURVIVAL  
FUND**



Funded by  
UK Government

Heritage  
Fund

## JOB DESCRIPTION

### PROJECT MANAGER

Purpose:	Managing projects in the Room for Rivers programme
Reports to:	Head of River Conservation
Location:	Clitheroe
Hours:	37.5 hours per week
Salary:	£28,000 - £32,000 dependant on experience.
Contract:	Fixed term 2 years with possibility of extension

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.

We have 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 collaboratively on integrated projects to improve, protect and create a mosaic of habitats and land uses that will lead to a healthy riverine environment. This is underpinned by a science-driven approach that delivers multiple benefits.

The Trust also works collaboratively and in partnership with a range of organisations, such as the Environment Agency, United Utilities, Jamie's Farm, Woodland Trust, Lancashire Wildlife Trust, Yorkshire Dales Millennium Trust, The Forest of Bowland AONB, and many local authorities.

With Support from Defra's Species Survival Fund, we have launched a new programme of river improvement projects called 'Ribble Revival: Room for Rivers'. This programme has significant amounts of on-the-ground habitat conservation activities, with most having elements of volunteering and community engagement. These activities include tree planting, woodland maintenance, fencing, wetland creation, river channel habitat improvement, and fish passage, to name a few. Additionally, the Trust has initiated "Community Catchments", which has begun through support from the Environment Agency National Natural Flood Risk Management Programme and will see the delivery of three programmes of work to provide NFM benefits to Darwen, Clitheroe and Wrea Green. Delivered through leaky dams, peat restoration, and flood plain connection activities.

This role will work with colleagues and stakeholders to deliver many of these projects and activities, both independently and through the supervision of contractors. The role will ensure that we create

and maintain high quality habitats, ensure contractors work safely and in an environmentally sensitive way, and that projects are delivered in budget, to schedule, and involving the wider team, partners and stakeholders. As such, the Trust is looking to recruit a competent and enthusiastic person who will be joining a committed team, working towards making a positive difference to the riverine environment. This person will have knowledge of conservation project management, preferably technical environmental project management, linking data and evidence to delivery.

The successful candidate will have knowledge of topics such as catchment / landscape-scale conservation, ecosystem services, river restoration, and how physical improvement projects deliver these topics.

The Project Manager's responsibilities are:

- Preparing and submitting applications to obtain necessary consents and permissions (e.g. Environment Agency permits) including
  - Undertaking site surveys
  - Compiling reports
  - Working with external consultants
- Produce concept designs and specification for technical and modelling contracts
- Leading the procurement of works and services associated with projects
- Project Management and site supervision of contractors
- Undertaking site visits to monitor progress, keeping records, and writing reports
- Production of post works management and maintenance plans
- Assisting with all necessary reports, and keeping suitable records in line with the funding requirements and document retention policy
- Working with colleagues to ensure that project costs are in line with project budgets
- Communicating with the wider project team
- Contributing to new project development and funding bids as appropriate
- Supporting or leading the delivery of other project activity where appropriate
- Assisting the wider team to engage with local communities
- Develop and maintain positive working relationships with stakeholders
- Contribute to and assist in the production of publicity and marketing materials
- Any other reasonable duties as required by RRT

Some of the benefits of working for Ribble Rivers Trust:

- The post holder will be based in a hybrid working environment, based a minimum of 3 days a week at RRT's offices in Clitheroe (Tuesday to Thursday), with the option to work 2 days a week from home (Monday and Friday) subject to operational requirements
- The Trust operate core hours of 10:00 – 16:00, and remaining contracted hours can be undertaken flexibly, as well as a TOIL policy where extended working is required
- Following the probationary period, we offer entry into our Stakeholder Pension Scheme
- 25 days annual leave (plus bank holidays), rising by 1 day for each years' service to a maximum of 30 days total
- Opportunities for growth and learning through internal and external training, as well as opportunities to try different roles and responsibilities, supporting professional development
- 45p per mile for work travel from place of work to site, claimed through expenses

- Potential for relocation expenses for the right candidate
- Regular team away days, and social activities

### **Person Description**

The successful candidate will be able to demonstrate that they are self-motivated and passionate about managing and improving the environment. They must also be a good communicator with a strong background in the environmental sector and enthusiastic in engaging the public and including others in our work.

### **Essential**

- Valid driving licence and own car, insured for business use
- Degree level or equivalent related experience in the environment or appropriate sector
- Understanding of how different physical improvement projects are meant to perform in relation to ecology and river restoration
- Experience of successful project delivery, including producing reports
- Experience undertaking physical environmental improvement projects
- Production of project reports and updates
- Ability to work on the differing tasks identified in the job description at the same time
- Excellent presentation 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
- Ability to set performance objectives and ensure these are achieved
- Excellent organisational / admin skills and attention to detail
  - Good IT skills / maintaining a filing system
  - Keeping records of work undertaken
  - Keeping records of expenses incurred
  - keeping up to date timesheets

### **Desirable**

- Knowledge of the Ribble Catchment
- Project management qualification or training
- Site and environmental surveys
- Knowledge of preparing, applying and complying with various consents (including Planning permission and Environmental Permits)
- Knowledge of managing contractors
- Knowledge of Construction and Design Management Regulations
- Experience of working in the non-profit sector

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