

Job Title:	Catchment Coordinator
Employer:	Western Sussex Rivers Trust (WSRT)
Reports to:	Catchment Partnership Project Manager
Salary:	Up to £30,000 FTE dependent on experience Annual Leave – 25 days + Bank Holidays + Christmas shut down
Hours:	Part time – up to 0.6FTE or 22.5 hours per week Some evening and weekend work may be required Time off in lieu for evening and weekend work
Contract:	PAYE initially 2 year fixed-term contract with potential to extend
Location:	Working across the Arun and Western Streams Catchment & occasionally in other locations where WSRT business is conducted that is within reasonable distance of the WSRT catchment.
Base:	Hybrid Working (home & office in Fittleworth, West Sussex)

Do you love our rivers? Are you well organised and a great communicator who can build effective relationships for action? Can you assimilate new information quickly? Do you wish to make a real difference to the health of our riverscapes? This could be the role for you.

Purpose of the job:

As hosts for the [Arun and Western Streams Catchment Partnership](#), the Western Sussex Rivers Trust aspire to further harness the potential of this expert group, widening its scope, increasing our collective influence and delivering more projects to create tangible improvements in our riverscapes. The Catchment Coordinator will be a key role to make this happen.

The Catchment Coordinator will facilitate and host the Catchment Partnership, working with the partners to explore ways to make the partnership even more effective and impactful. We'd like to diversify the partnership, bringing in new organisations and increasing our influence as a trusted source of expertise, strategic leadership and action. We are guided by our Catchment Management Plan. The Catchment Coordinator will be responsible for ensuring this is a valued and useful document.

This role will work closely with the new Catchment Partnership Project Manager (starting in January 2026), who is responsible for planning and delivering an ambitious pipeline of collaborative projects.

Both roles are funded by Southern Water, one of the many catchment partners who share the ambition to drive forward action for the partnership and our rivers.

Principal Responsibilities:

- Plan, organise and facilitate Catchment Partnership meetings and field visits.
- Send regular email updates to the partners.
- Review the existing structure and engagement of the Catchment Partnership, and with partners explore new ways of structuring and engaging the partnership to make it even more dynamic and effective.
- Diversify the partnership, bringing in new partner organisations.
- Strengthen the Catchment Partnership as a trusted source of expertise and strategic leadership, increasing its influence.
- Establish, support and facilitate sub-groups or task and finish groups to explore specific topics important to the work of the AWSCP or deliver projects, such as Coastal, Water Resources, Research etc.
- Lead AWSCP public-facing campaigns and communications with support from other WSRT staff and contractors.
- Support the Catchment Partnership Project Manager to build and deliver a shared project pipeline and plan.
- Build upon the existing Catchment Management Plan assimilating this project pipeline. Ensure the Management Plan is regularly reviewed and evolves as a live document with excellent buy-in from partners and stakeholders.
- Monitor progress towards shared aims and objectives using mechanisms developed and agreed with partners.
- Further develop and maintain the AWSCP website.
- Raise the profile of the AWSCP and its work across all relevant audiences including the public, attending occasional public events to inform local communities about the importance of catchment conservation and engage them in projects.
- Develop and maintain an online resource library accessible to all partners.
- Develop an in-depth understanding of the catchment, including its ecology, hydrology, and environmental challenges. Stay updated on relevant scientific and environmental developments.

Teamwork

- Act as a responsible WSRT team member and develop productive collaborative working relationships with members of the Catchment Partnership.
- Contribute to and/or lead on team meetings, training and/or committees internally or externally.
- Work with Trustees & WSRT Staff to sustain and strengthen an inclusive, supportive, caring working environment.

Other duties

You are required to be flexible, undertaking such other duties appropriate to the grade and content of the work as may reasonably be required of you. Please note that, in consultation with you, WSRT reserves the right to update your job profile to reflect changes in, or to, your position.

Benefits

- You will be a member of a small, dynamic, passionate, and supportive team, joining WSRT and the catchment partnership at an exciting time of growth.
- 10% Recharge policy – WSRT team members are encouraged to take 10% of their working week for mental and physical recharge, getting out into the catchment to explore a new area, further their knowledge or enjoy a river-related activity.
- 25 days holiday, plus bank holidays (pro rata for part time staff) and Christmas to New Year shutdown.
- Flexible working.
- Employee assistance programme (counselling, specialist legal and financial support).
- Pension scheme (3% employee, 5% WSRT).

Equality, Diversity & Inclusivity

Take responsibility for upholding and complying with WSRT's Equality, Diversity, and Inclusivity policies and for behaving in ways that are consistent with fair and equal treatment for all.

WSRT believes that everyone has the right to be treated equally and that the diversity of individuals and groups should be embraced, valued, and respected. WSRT is committed to eliminating any form of discrimination be it direct, indirect, harassment or victimisation.

Health and Safety

Take responsibility for ensuring that workplace responsibilities within WSRT are carried out with full regard to, and in support of, WSRT's Health and Safety policies.

Sustainability and Environment

WSRT actively seeks to improve its environmental performance and will comply, as a minimum, with all relevant environmental legislation, regulations and codes of practice. All staff are required to support WSRT's Environment Policy.

Data Protection

You will be responsible for ensuring that your workplace activities for WSRT are carried out in compliance with the requirements of the Data Protection legislation especially concerning confidentiality, treatment of personal information and records management.

Right to Work

The current British and European Law states that the WSRT cannot employ a person who does not have permission to live and work in the UK. All new employees will need evidence of their right to work including evidence of settled status, pre-settled status or a valid visa.

Disclosure Service Certification from the Disclosure and Barring Service

WSRT Water Champions will be required to hold Disclosure Service certification from the Disclosure and Barring Service (DBS). Further information about the Disclosure and Barring Service is available from the DBS website at

<https://www.gov.uk/government/organisations/disclosure-and-barring-service>

Attributes and Person Specification:

	Essential	Desirable
Knowledge	<p>A broad understanding of river catchment systems, their ecological processes, the issues they face and possible solutions.</p> <p>A broad understanding of the Catchment Based Approach (CaBA) and work of Catchment Partnerships.</p>	<p>An understanding of some of the catchment partner organisations and their drivers e.g. water companies, the Environment Agency etc.</p>
Skills	<p>Excellent organisational skills and attention to detail.</p> <p>Excellent communication and interpersonal skills for engaging with partners, stakeholders and the public.</p> <p>Confident presenting to large audiences.</p> <p>IT skills e.g. MS Office, presenting apps, website updating etc.</p> <p>Ability to work independently and as part of a team.</p> <p>Ability to effectively manage workload and competing priorities.</p> <p>Full valid driving licence (and access to own vehicle).</p>	
Experience	<p>Experience in planning and facilitating meetings and/or events.</p> <p>Experience in working collaboratively and building positive partnerships.</p>	<p>Experience in planning and delivering effective and creative communications and campaigns through a range of media.</p>
Personal attributes	<p>Reliability and integrity, together with an enthusiastic and positive attitude.</p> <p>Able to cultivate effective relationships with a wide range of people, based on trust and mutual respect.</p> <p>Flexibility to adapt to changing circumstances and unforeseen challenges.</p> <p>A strong sense of environmental ethics and a commitment to promoting sustainable and responsible practices in all project activities.</p> <p>Inspirational individual who is passionate about all that this role could achieve.</p>	

How to apply:

Please email a cover letter and CV to info@wsrt.org.uk. We welcome informal discussions if you would like further information about this role or working for WSRT.

Your cover letter should detail how you fit the role and person specification and be no longer than two pages.

Applications should be made by 9am on Tuesday 6th January 2026.

Interviews will take place in the week commencing 19th January and will be held in Fittleworth, West Sussex.