

<b>Job Title:</b>	<b>Catchment Partnership Project Delivery Manager</b>
<b>Employer:</b>	<b>Western Sussex Rivers Trust (WSRT)</b>
<b>Reports to:</b>	<b>Chief Executive</b>
<b>Salary:</b>	<b>Grade 4 – £34,130 – 45,504 dependent on experience</b> <b>Annual Leave – 25 days + Bank Holidays + Christmas shut down</b>
<b>Hours:</b>	<b>Full time 37.5 hours per week</b> <b>Some evening and weekend work may be required</b> <b>Time off in lieu for evening and weekend work</b>
<b>Contract:</b>	<b>PAYE 5 year fixed-term contract to 31<sup>st</sup> March 2030</b>
<b>Location:</b>	<b>Working across the Arun and Western Streams Catchment &amp; occasionally in other locations where WSRT business is conducted that is within reasonable distance of the WSRT catchment.</b>
<b>Base:</b>	<b>Hybrid Working (Home &amp; Office in Fittleworth, West Sussex)</b>

Are you a dynamic individual with project management skills, looking for your next challenge? 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, executing more projects to create tangible improvements in our riverscapes. As members of the Catchment Partnership, Southern Water share this ambition to drive forward projects that have a positive impact on the environment and local communities, achieving mutually beneficial outcomes.

The Catchment Partnership Project Delivery Manager will work collaboratively with the Catchment Partnership and Southern Water Catchment Management team to develop and execute projects that improve water quality, restore rivers and safeguard water resource resilience. This role combines environmental expertise and knowledge of the challenges facing our water environment with project management skills to ensure the successful planning, execution, and completion of such projects.

The role will enable coordinated project planning between Southern Water and the Catchment Partnerships. The process will lead to the creation and delivery of a shared project pipeline and plan. The post holder will go on to manage elements of the project programme as appropriate. A leading contribution to existing collaborative projects will be a significant part of the role.

**Principal Responsibilities:**

- Work with the Catchment Partnership and Southern Water catchment managers to understand shared goals and develop a pipeline of potential collaborative projects.
- Develop comprehensive project plans, considering the environmental, regulatory, and community factors that may affect the project. Ensure that all projects are delivered on-time, within scope and within budget.
- Develop a deep understanding of the catchment, including its ecology, hydrology, and environmental challenges. Stay updated on relevant scientific and environmental developments.
- Plan and execute projects to restore or enhance the catchment, such as wetland restoration, erosion control, or pollution reduction.
- Ensure that all project activities adhere to environmental regulations. Secure permits and approvals as needed and maintain compliance throughout the project's lifecycle.
- Collaborate with local communities, the catchment partnership, landowners and other stakeholders to build support and gather input. Communicate project goals and benefits effectively.
- Allocate and manage project resources efficiently. Monitor expenditures and stay within budget.
- Identify potential risks and challenges that may affect the project's success and develop contingency plans to address them.
- Oversee data collection efforts related to the collaborative projects, such as water quality assessments, habitat surveys, and ecological monitoring. Analyse data to inform project decisions.
- Help establish monitoring protocols to assess the project's impact on the catchment and measure progress toward defined catchment goals. Adjust the project as needed based on evaluation results.
- Work with other WSRT team members to conduct public awareness campaigns and educational programs to inform local communities about the importance of catchment conservation and engage them in the projects.
- Comprehensive reporting of progress to the Catchment Partnership and Southern Water.

**Teamwork**

- Act as a responsible WSRT team member and develop productive collaborative working relationships with the Southern Water catchment team and other 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:**

	<b>Essential</b>	<b>Desirable</b>
<b>Knowledge and Qualifications</b>	<p>A background in environmental science and aquatic systems, ecology, or a related field, with a strong understanding of catchment systems and their ecological processes.</p> <p>A good understanding of the water industry sector in the Southeast.</p>	<p>Familiarity with regulations, permitting processes, and compliance requirements for the water industry.</p> <p>Project management qualification.</p>
<b>Skills</b>	<p>Excellent organisational skills.</p> <p>Excellent communication and interpersonal skills for engaging with partners and stakeholders, presenting project updates, and advocating for environmental conservation.</p> <p>Strong data analysis and problem-solving skills to make informed decisions based on environmental data and organisational plans and strategies.</p> <p>Full valid driving licence.</p>	
<b>Experience</b>	<p>A track record of successfully managing complex environmental projects.</p> <p>Experience in budgeting, financial planning, and resource allocation.</p> <p>Proven ability to work in a team across organisations.</p>	
<b>Personal attributes</b>	<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 project conditions 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](mailto: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 Monday 18<sup>th</sup> August 2025.**

**Interviews will take place in late August/early September and will be held in Fittleworth, West Sussex.**