

<b>Job Title:</b>	<b>Rother Partnership Coordinator</b>
<b>Employer:</b>	<b>Western Sussex Rivers Trust (the new name for the Arun &amp; Rother Rivers Trust)</b>
<b>Reports to:</b>	<b>Trust Manager</b>
<b>Salary:</b>	<b>Grade 4 – £31,867 - £42,488 Annual Leave – 25 days + Bank Holidays</b>
<b>Hours:</b>	<b>Full time 37.5 hours per week</b>
<b>Contract:</b>	<b>PAYE 24 months fixed-term contract</b>
<b>Location:</b>	<b>Working across the Rother Catchment &amp; occasionally in other locations where WSRT business is conducted that is within reasonable distance of the Rother catchment.</b>
<b>Base:</b>	<b>Hybrid Working (Home &amp; Office)</b>

Are you a dynamic and motivated individual with a strong background in partnership work, looking for your next challenge? Do you have a passion for our water environment and wish to work for an ambitious local charity? This could be the role for you.

**Purpose of the job:**

This role will support the establishment, growth and success of the Rother Partnership. The partnership will bring together a diverse range of stakeholders, landowners, farmers, community groups and individuals to collaboratively set aims, objectives, and a costed action plan to bring about positive landscape scale change for the Western Rother. The Coordinator will fundraise for and facilitate the delivery of quick-win projects, and work to secure a major funding stream for longer term outputs.

We have a diverse group of stakeholders primed and ready to get started. This is an unprecedented opportunity to play a key role in securing a brighter future for the catchment. See our [Reviving the Rother](#) film for some background information on this partnership.



The Arun and Rother Rivers Trust trading as the Western Sussex Rivers Trust.

Registered office: c/o Barlavington Estate Office, Dye House Lane, Duncton, Petworth, West Sussex GU28 0LF

Registered in England & Wales as a company limited by guarantee.

Company Registration No: 7853698 Registered Charity No: 1147477

Email: [info@arrt.org.uk](mailto:info@arrt.org.uk) Website: [wsrt.org.uk](http://wsrt.org.uk)

### **Principal Responsibilities:**

- Establish and grow a network of local stakeholders for the Rother catchment and a core partner steering group, fostering a positive spirit of collaboration.
- Inspire the Rother partnership to strive for an ambitious vision to restore the Rother to good health.
- Facilitate steering group and partnership meetings and draw out common aims and objectives, developing a Rother Action Plan including a Vision, Route Map and a costed pipeline of projects.
- Create an ambitious, strategic case for support, working with core partners to submit a bid or bids to major funding streams.
- Create concise, public-facing, action focused plans and reports, and monitor progress on agreed aims and objectives.
- Deliver occasional public events to inspire people to cherish the Rother and understand its value for us all, and to gain support for the Rother Action Plan.
- Liaise with Western Sussex Rivers Trust (WSRT) Communications support, and South Downs National Park Authority (SDNPA) and Southern Water Comms team to formulate a Communications plan and deliver regular Communications outputs.
- Recognise and facilitate opportunities for quick-win projects.
- Establish a mechanism for shared reporting of outcomes - including contributions towards partner organisation's corporate plans and targets.
- Maintain an online Rother information and resource library accessible by all partners.
- Prepare regular reports to the Rother Partnership Board and participate in Board meetings with funders - the South Downs Trust, SDNPA and Southern Water.
- Perform administrative duties as required by the role.
- To carry out any other duties in line with the role as required by the WSRT Trust Manager and Rother Partnership Board.

### **Teamwork**

- Act as a responsible WSRT team member and develop productive collaborative working relationships with other members of the Rother 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.

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### **Benefits**

- You will be a member of a small, dynamic, passionate, and supportive team, joining WSRT 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 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 staff may 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>

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**Attributes and Person Specification:**

	<b>Essential</b>	<b>Desirable</b>
<b>Knowledge and Qualifications</b>	<p>A good understanding of river and catchment management, or the ability to quickly assimilate this knowledge.</p> <p>Understanding of the drivers and needs of a range of stakeholders (landowners, farmers, local communities, water companies and government agencies), or the ability to quickly assimilate this.</p>	Formal qualification in project management.
<b>Skills</b>	<p>Excellent organisational skills and proficient IT skills.</p> <p>Interpersonal and communication skills to present to a wide range of people, making a compelling case and inspiring support.</p> <p>Able to produce concise, action focused, public facing plans and reports.</p>	Able to use GIS.
<b>Experience</b>	<p>Working in partnership with multiple diverse stakeholders to deliver projects collaboratively.</p> <p>Demonstrable experience of successful project management including budgets, milestones and reporting.</p> <p>Applying for and securing significant funding.</p> <p>Proven ability to work in a team across organisations.</p>	<p>Experience of working in the environmental charity sector.</p> <p>Experience of working on catchment projects.</p> <p>Securing funding from major funding streams including blended finance.</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>Empathic and diplomatic, a good listener who can validate opposing views and draw out common goals and aspirations.</p> <p>Passionate about all that the Rother partnership could achieve.</p>	

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## **How to Apply**

Please email a cover letter and CV to [info@arrt.org.uk](mailto:info@arrt.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 & person specification and be no longer than two pages.

**Applications should be made by 9am on Monday 17<sup>th</sup> June 2024**

**Interviews will take place on Monday 24<sup>th</sup> June 2024.**

**In-person interviews are preferred and will be held in Midhurst, West Sussex. Online interviews can be accommodated.**

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