

Job Description/Specification

Job Title:	Senior Project Manager, Severn Rivers Trust
Reporting to:	Director, Severn Rivers Trust
Job Purpose:	Ensuring the achievement of SRT's current objectives Contributing to the creation of future objectives
Job Location:	Resident within the Severn Catchment
Salary & Terms:	£28,200 - £34,300 ART Pension Scheme membership

Key Accountabilities

General

- Ensuring that the Trust achieves its objectives and all its activities support agreed objectives both in conservation and education.
- Co-ordinating fundraising and delivery of all Trust projects.
- Ensuring that all Trust activities are managed within budget.
- Ensuring that the Trust maintains a business plan covering future activities and, in particular, funding streams.
- Ensuring that all Trust activities are managed efficiently and are based on sound scientific knowledge and best working practice.
- Ensuring, together with the Director and the Chairman of Trustees, that the Trust maintains its charitable status.

Project Management

- Devising and writing an action plan for the Severn Catchment, identifying and prioritising actions required and working with partners to deliver these.
- Collating data from all relevant organisations, on current and proposed projects, and their plans for the sustainable management of the River Severn and its catchment.
- Producing a central reference point for collated information.
- Identifying gaps in current knowledge of the catchment and proposing actions to address them.
- Developing any opportunities for river restoration projects, and, where possible, ensuring they integrate into the overall action plan.
- Developing and maintaining the Severn Rivers Trust's central contacts database.
- Establishing, promoting and managing the "Severn Passport" scheme.
- Compiling reports for the Trustees, project sponsors, and partners where appropriate.
- Ensuring that project monitoring information – internally and for funders – is correctly gathered and reported.
- Ensuring that all projects are subject to open tender as required and that the Trust can account for all financial activities with detailed audit trails.
- Maximising the efficiency of financial management in conjunction with the Director.

Severn Rivers Trust

Lydbrook Cottage, 4 Dunthorp Road, Heythrop, Chipping Norton, Oxfordshire

OX7 5TL, Tel: 07817 622919, E-Mail: severnriverstrust@btconnect.com, www.severnriverstrust.com

Registered Charity number: 1134096. Registered in England and Wales as a limited company by guarantee.

Company registration number: 6642409.

Fundraising

- Identifying and pursuing funding partners and opportunities.

Networking

- Establishing and maintaining excellent relationships with local authorities, statutory bodies, NGOs, partners, stakeholders, other Rivers Trusts, and the general public, and engaging them in the development and delivery of the action plan.
- Maintaining a close relationship with and producing regular briefings for the Chairman, Trustees and Director of the Severn Rivers Trust.
- Representing the Trust at relevant conferences and seminars.
- Attending meetings with partners and potential partners, angling clubs, interested parties and other stakeholders as required.

Staff

- Taking responsibility, as the Trust develops, for recruiting, leading and motivating a team of Trust staff.

Education

- Promoting the aims and work of the Trust to partners, stakeholders and the general public.

Marketing/Promotion

- Planning, overseeing and managing promotional activities.

Other

- Carrying out related tasks as required by the Director or Chair of Trustees.

Personal Profile

- Successful track record in environmental and project management.
- Scientific or environmental degree, experience in river and catchment related issues using an ecosystem approach – or equivalent experience.
- Ability to work independently towards agreed targets.
- Knowledge of sources of funds and methods of fundraising.
- A good communicator and networker able to maintain effective working relationships with a wide variety of stakeholders.
- Good computer skills (word processing, email, internet, databases, powerpoint, spreadsheets).
- Ideally with a knowledge of the Severn Catchment and the range of habitats that it sustains.
- Ability to drive current Trust objectives and develop future strategies.
- Determination to make SRT a best practice organisation.

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