Essex & Suffolk Rivers Trust

Applicant Pack

Project Manager

November 2026



www.essexsuffolkriverstrust.org/recruitment

Essex and Suffolk Rivers Trust. Registered Charity Number 1157392. Company Limited by Guarantee Number 08834787.
Registered in England. Registered Address: Red Gables, Ipswich Road, Stowmarket, IP14 1BE

About Essex and Suffolk Rivers Trust

The Organisation

The Essex and Suffolk Rivers Trust (ESRT) is an independent environmental charity set up in 2013 dedicated to improving and protecting rivers in Essex and Suffolk, making them a better place for people and wildlife.

We work with farmers, residents and organisations to provide advice and resources for their communities. We bring together the people, knowledge, data and intelligence to take action to help our rivers thrive again.

We are a proud member of the Rivers Trust movement the umbrella organisation which works across the UK and Ireland leading a movement for change in our rivers.

Our Vision

In Essex and Suffolk, only 10% of river stretches in the rivers and estuaries we work in are reported to be at good ecological status. This is the result of historic changes to the rivers, pollution, and climate change. Our region is one of the driest and hottest parts of the country with rainfall by 2040 predicted by the Met Office to be significantly below the national average. We are increasingly affected by flooding from extreme rainfall events. Many of our key species are threatened through habitat loss and climate change.

On the positive side, we have some of the most iconic rivers and internationally important estuaries in the UK. Most importantly people who live and work near them care about their future.

Our Vision is that the rivers and estuaries of Essex and Suffolk are rich in wildlife, loved and cared for by local people and protected for future generations.

Our Strategy

Our strategy to 2030 is to work with partners and communities in four areas to:

- Restore natural processes and habitats.
- Protect our land and water.
- Inspire people to get involved.
- Build resilience for future generations.

Our projects and work areas are developed in service of our strategy which will deliver for people and wildlife across the waterways we look after.

Working for Essex and Suffolk Rivers Trust

Join the Essex and Suffolk Rivers Trust, where passion meets purpose in the heart of environmental stewardship! As a dedicated member of our dynamic team, you'll play a pivotal role in safeguarding the waterways of Essex and Suffolk, contributing to the conservation and enhancement of our region's natural treasures.

Essex and Suffolk Rivers Trust is a small but ambitious environmental charity dedicated to the protection and enhancement of rivers and estuaries in Essex and Suffolk. Essex and Suffolk are rich in their diversity of history, culture, landscape, wildlife, people, communities, agriculture, industry, and the places we call home.

Our ecosystems of rivers and wetlands have always played a crucial role as the veins that bring life and wellbeing to us all. Today, they are under critical pressure from human demands, pollution, and climate change yet our future depends on them. Our Vision is for healthy and resilient land and water environments we can all be proud of.

Why Choose Us?

- **Meaningful Impact:** At the Essex and Suffolk Rivers Trust, every day brings the opportunity to make a real difference. Your work will directly contribute to the preservation and restoration of our local rivers and ecosystems, fostering a sense of pride and purpose in your professional journey.

- **Collaborative Environment:** Work alongside passionate and skilled individuals who share a common goal of environmental conservation. Our inclusive culture values diverse perspectives, ensuring a stimulating and supportive workplace where everyone's voice is heard.

- **Innovation and Creativity:** We encourage and welcome innovative solutions. Your ideas matter, and we believe in empowering our team members to bring creativity to the table. Together, we can pioneer new approaches to address the evolving challenges facing our rivers.

- **Professional Growth:** We are committed to the development of our team members. Whether you're looking to enhance your current skill set or explore new areas of expertise, we provide opportunities for professional growth and advancement.

- **Work-Life Balance:** We understand the importance of a healthy work-life balance. Our flexible work arrangements and supportive policies allow you to excel in your role while maintaining a fulfilling personal life.

Equality, Diversity, and Inclusion

Essex and Suffolk Rivers Trust is an equal opportunity employer. We encourage applications from candidates of all backgrounds and experiences. We are committed to better reflecting society and the communities who use, need, and enjoy our rivers within our workforce. We welcome requests for flexible working. All applications will be judged solely on merit.

About This Role

As a Project Manager you will lead projects that will help to protect and restore rivers across Essex and Suffolk. The role focuses on delivering nature-based solutions that provide multiple benefits, including improved habitats, enhanced biodiversity, and stronger links with wider environmental initiatives.

Working with landowners and partners, the postholder will develop and deliver projects such as river restoration, wetland enhancement, and wildlife corridor improvements. You will oversee all stages of project development, from feasibility and design through to permissions and on-the-ground delivery, ensuring compliance with legal and regulatory requirements.

The role also involves community engagement, securing funding, and maintaining a pipeline of future projects. Strong partnership working is essential, particularly with the Environment Agency and local stakeholders, to maximise environmental and community benefits. The postholder will work closely with the wider team to manage budgets, report outcomes and promote completed projects.

How To Apply

If you are ready to be part of a dynamic team making a lasting impact on our local environment, we invite you to submit your CV and a personal statement detailing your interest in and suitability for the position. The statement must be a maximum of two A4 pages, please send this with your CV to recruitment@essexsuffolkriverstrust.org.

The closing date for this role is **11pm on Sunday 22nd November.**

Initial telephone interviews are likely to be held from the week commencing 23rd November 2026. Successful candidates will then be offered an in-person interview at our office in Stowmarket.

If you have any questions about the Project Manager role, please contact recruitment@essexsuffolkriverstrust.org.

Job Description

Post title: Project Manager

Function: To manage development of large projects or programmes of projects in Suffolk, with possible future projects in Essex

Reporting to: Natural Rivers Manager

Responsible for: Volunteers, consultants and contractors

Employment Terms

Term: 20 months

Hours: Full time (37.5 hours per week). Part-time hours considered.

Salary: £37,503 p.a

Pension: NEST pension scheme (6% Employer Contribution)

Holidays: 25 days plus statutory holidays

Place of work: This is a hybrid position with a mix of home working, and from our office in Stowmarket, Suffolk. Regular travel throughout the East Suffolk catchment area required.

Working Relationships

Internal: ESRT Director, Natural Rivers Manager and the wider ESRT team including our Board of Trustees on occasion.

External: A wide range of stakeholders and partners, including the Environment Agency, Farm Clusters, Water Companies, Local Authorities, Natural England, project funders, landowners, other NGOs and local interest groups and communities

Main Responsibilities

Project Management

1. Lead delivery of a portfolio of river and habitat restoration and creative and engagement projects at different stages of development in the project life cycle.

2. Oversee appointment of contractors and consultants to deliver work.

3. Work with the ESRT team and partners to develop project deliverables

4. Seek funding opportunities to build and support existing project work, as well as identifying new opportunities.

5. Oversee the set-up and co-ordination of project governance, including recording of meetings and effective communication.

6. Communicate with site owners and regulators (Environment Agency and Local Authorities) to ensure all permissions and formal consents required to undertake the work are obtained.

7. Manage the delivery phase of projects taking into account CDM requirements, overseeing contractors and site managers in the Client role.

8. Co-ordinate the review of outputs in line with funders requirement through a staged draft and final reporting process.

9. Work with stakeholders and community groups to produce supportive information for the work being developed or delivered.

10. Work with wider team to ensure that all administrative records relating to projects and other tasks are kept up to date and that all administrative actions are completed accurately and on time.

11. Manage project budgets to ensure expenditure remains on track and within the allocated budget.

12. Report at the earliest opportunity concerns about project delivery to the Natural Rivers Manager and keep risk register up to date.

General Duties

1. Uphold the values and ethos of ESRT and represent the organisation as and when required in a range of settings.

2. Manage individual workload and make day to day decisions as to where best to allocate your time, to satisfy the requirements of your work programme.

3. Ensure that ESRT policies and procedures, including Health and Safety, are always understood, and adhered to.

4. Working with other staff, assist with the general marketing and promotion of ESRT and its work.

5. You may be required to perform other duties and tasks as required from time to time for the efficient operation of the Trust.

Person Specification

Criteria	Essential	Desirable
Education and Training		
Relevant qualifications at degree level, for example in Physical Geography, River Management and Restoration, Environmental Science; humanities-based subjects	✓	
Project or programme management accreditation		✓
Experience		
Programme management experience (managing and co-ordinating activity across a number of work areas)	✓	
Experience project managing contracts and contractors.	✓	
Experience in arranging, preparing and recording meetings and disseminating and sharing information from the meetings.	✓	
Experience in preparing and using health and safety protocols, such as risk assessments & method statements	✓	
Experience in project monitoring - collection, analysis, and presentation of data.	✓	
Experience in event planning, management, and delivery.	✓	
Experience supporting the development of project proposals and funding applications	✓	
Experience using IT software including email, MS Word, PowerPoint, Excel and MS Teams.	✓	
Knowledge		
Working knowledge of current environmental challenges affecting rivers, catchments and water management.		✓
Understanding of climate change issues affecting land and water management		✓
Skills and Abilities		
Ability to manage workload effectively and prioritise tasks to demanding timelines.	✓	
Ability to communicate effectively, with integrity and diplomacy, both verbally and in writing, to a wide range of stakeholders.	✓	
Ability to work well on your own initiative with high levels of self-motivation and enthusiasm	✓	
Ability to physically deliver projects site visits, walkovers and engagement events	✓	
Personal		
Ability to travel regularly and to sites	✓	
A full UK driving license, with access to a personal vehicle insured for business purposes.	✓	
Confidence in partnership working, e.g., with businesses, statutory bodies, and voluntary organisations	✓	