

Role profile

Job title: Catchment Partnership Manager

Location: Greater Manchester, Cheshire, Merseyside (Home-based with travel)

Salary £33,000 - £35,000 dependent on experience

Closes: 17th August 2026

Hours: Full Time, 37.5 hours per week

Contract: Fixed term 18 months (September 2026 – March 2028) Possible extension subject to funding

Overview

The Mersey Rivers Trust (MRT) is an environmental charity focussing on the protection and enhancement of rivers and waterbodies in the Mersey Catchment. It operates in an area covering Greater Manchester, Merseyside and Cheshire. The Trust works with partners, local communities and volunteers to deliver a wide range of projects including river restoration, reduction of flood risk by Natural Flood Management techniques, river monitoring, volunteer events (e.g. river clean-ups/invasive species control and citizen science), community engagement and education events, farm advice/plans and biodiversity net gain.

The Trust hosts three successful CaBA (Catchment Based Approach) partnerships in the Alt Crossens, Lower Mersey and Upper Mersey catchments. The partnerships include local authorities, water companies, regulators, businesses and other environmental NGOs. As the host we are responsible for engaging with these partners to develop and implement integrated management plans for each river catchment. This involves pooling and reviewing evidence, planning, and delivering interventions to improve water quality, reduce flood risk, and enhance biodiversity. The host also plays a crucial role in securing project funds and providing the necessary data and evidence to support the implementation of the CaBA.

Building on a decade of strong relationships, technical expertise, and proven delivery, we are investing in dedicated hosting and coordination capacity to make the most of new government funding and expanded expectations. This is an exciting opportunity to help unlock the next stage of ambition for the partnerships.

This role will provide the drive, organisation and consistency needed to support our partnerships to thrive, while allowing technical staff to focus on strategic leadership and delivery. If you're highly organised, collaborative, and passionate about partnership-led environmental improvement, we'd love to hear from you.

Purpose of the Role

To act as the formal Host for three independent catchment partnerships, ensuring that each partnership receives high-quality coordination, governance support, reporting, and delivery management. In addition, the role will support the working groups that feed into the main partnerships.

The role increases hosting capacity and consistency across the three catchments, allowing Senior Project Managers to focus on technical leadership, stakeholder-facing expertise, and project delivery activities.

The postholder ensures the expanded CaBA deliverables are met in full, while maintaining clear separation of each catchment's identity, governance structures, and strategic priorities.

The role holder will report directly to the Chief Executive Officer and will be a member of the senior leadership team.

There will be no direct line management responsibilities.

Key Responsibilities

1. Hosting and Governance

- Serve as the recognised Host for all three catchment partnerships.
- Coordinate partnership meetings, workshops, and public engagement events.
- Maintain clear and transparent separation of the three partnerships' governance, documentation, and reporting.
- Prepare agendas, minutes, action logs, and partnership documentation for each catchment.
- Ensure all reporting obligations for each partnership are met independently.

2. Partnership Delivery Management

- Track and manage progress across all CaBA deliverables for each catchment.
- Develop and maintain delivery plans, project trackers, and risk logs.
- Ensure consistent high standards of delivery and documentation.
- Coordinate cross catchment learning where beneficial, without merging or streamlining partnership structures.

3. Reporting, Monitoring and Evidence

- Lead data gathering, evidence collation, and reporting for each partnership.
- Produce high-quality written outputs including quarterly funder reports, partnership updates, dashboards, and case studies.
- Support evaluation of outcomes and demonstration of partnership impact.

4. Collaborative Working with Technical Leads

- Work closely with the three regional Senior Project Managers who will lead technical and strategic sub-groups (e.g., agricultural sub-group, BEACON).
- Foster the development of new sub-groups and task-and-finish groups as required.

- Work closely with the Development Manager to identify and apply for funding to support delivery of our objectives.
- Provide logistical, administrative, and delivery support for sub-groups while respecting the technical expertise and leadership of the Senior PMs.
- Ensure technical resource is protected by absorbing administrative and coordination tasks.

5. Stakeholder Engagement and Relationship Management

- Working effectively with CaBA stakeholders including Environmental NGOs, Local Authorities, Farmers & Landowners, Industry, Government Authorities, and volunteers.
- Engage partners professionally and constructively, maintaining strong boundaries and clear communication.
- Coordinate stakeholder communication.
- Manage expectations diplomatically and ensure actions are followed through.

6. Driving Progress without disruption

- Proactively identify and resolve minor issues to avoid escalation.
- Add value through clear communication, structured planning, and thorough follow-through.
- Maintain an organised, calm, and consistent presence within and across all three partnerships.

The post holder will be home based with travel throughout the Mersey catchment. and will need to live within or close to the Mersey catchment to facilitate regular travel to meetings, site visits and to regularly meet with staff. Remote working from other parts of the country cannot be considered for this role due to the need for regular face-to-face interactions and outdoor activities.

Candidate Profile

Essential

Experience

- Proven experience in coordinating environmental partnerships or multi-stakeholder programmes, including local authorities, NGOs, landowners, volunteers or government agencies.
- Demonstrable track record of delivering complex workplans with measurable outputs.
- Experience producing high-quality written reports and evidence for external audiences.

Skills

- Outstanding organisational and planning skills.
- Strong written communication and ability to present information clearly and concisely.
- Ability to gather, interpret, and present environmental or project data.
- Diplomatic, clear communicator able to manage boundaries effectively.
- Proficient in project management tools and structured documentation.

Behaviours

- Calm, measured, and professional approach.
- Works independently and takes ownership of tasks.
- Strong follow-through with high reliability.
- Collaborative without overstepping – supports technical leads rather than directing them.
- Respects existing roles and avoids creating additional workload for others.
- Evidence based, methodical decision-making.

Desirable

- Knowledge of the Catchment Based Approach (CaBA).
- Understanding of freshwater, nature-based solutions, or catchment management.
- Experience supporting environmental partnerships, NGO networks, or statutory processes.

General Notes

- Regular travel around the whole Mersey Catchment (Cheshire, Merseyside and Greater Manchester) will be necessary therefore a current driving licence and access to a vehicle is essential.
- This position will from time to time require work during some evenings, weekends and public holidays to meet the needs of the post. A time-off in lieu system is operated by the Trust.

Term and Conditions

The following terms and conditions are typically offered to Mersey Rivers Trust staff and are set out as a guide only. Terms and conditions may vary according to circumstances, and this summary does not form part of any subsequent employment

Annual leave: 25 days annual leave with a 3 day shutdown between Christmas and New Year.

Location: Home Based

To apply:

If you wish to apply, please send a CV (no more than two sides of A4) and covering letter (no more than two sides of A4), outlining how you meet the requirements of the candidate profile and email to info@merseyrivers.org

Applications must be received no later than 5pm on Monday 17th August 2026.

Interviews will be held w/c 24th August 2026; venue and format to be confirmed.

If you would like more information on the role before submitting an application, you may contact Clare Bullen on clare@merseyrivers.org