



Trent Rivers Trust

Job Title:	Environmental Project Officer
Job Location:	Trent Catchment.
Salary and terms:	Salary £27,579 FTE
Reporting to:	Head of River Restoration and Nature-based Solutions
Base:	Office-based, Darley Abbey, but with flexibility for homeworking.

Background

Trent Rivers Trust is an award-winning charity, that is now delivering our 2025-2030 business strategy.



We believe the Trent has enormous potential for recovery, and 25 years of experience puts us in a position to play a leading role in the river becoming a vibrant lifeline for communities and wildlife.

As a charity and member of the Rivers Trust movement, we do this by making a hands-on difference. We take a practical, level-headed approach and work closely with local communities, landowners, businesses, and government bodies to implement innovative projects dedicated to improving river health.

Be part of a growing team

Over the last eight years, Trent Rivers Trust (TRT) has expanded rapidly. We went from eight members of staff to 25 and have hugely increased the scale of our projects.

TRT delivers a variety of projects of different lengths and complexity and has 4 work areas. These are:

- Catchment Recovery
- Land Use and Water
- River Restoration
- Connecting People and Rivers



Job Purpose

The Trent Rivers Trust has an ambitious and exciting vision for the catchment, and we require passionate, knowledgeable and skilled staff to deliver it. An environmental project officer plays a key role in the day-to-day delivery of our programme of projects that help wildlife and communities thrive.

The successful candidate will assist in the delivery of environment projects and related activities across the Trent Catchment. This will involve working with colleagues, funders and stakeholders on a range of practical river restoration, natural flood management, and other environmental improvement projects.

The Role

The role of an Environmental Project Officer is varied – where multiple skills are gained and utilised across our four work areas:

- Catchment Recovery
- Land Use and Water
- River Restoration
- Connecting People and Rivers

Consequently, the role will support on a wide range of project outputs – both desk-based and practical. Such projects may include biodiversity enhancement, improving water quality, natural flood management, habitat creation and connectivity, river restoration and pollution reduction.

Day-to-day tasks will require the candidate to have a broad skillset and the organisational ability to work across multiple projects and tasks at a time. Being able to manage their own workload and priorities and effectively communicate this with colleagues is essential to deliver environmental projects. Tasks and responsibilities will vary throughout the seasons and lifecycles of projects but will involve the various aspects of project delivery from conception (mapping catchments in GIS) to project scoping (landowner engagement), and capital delivery (site supervision).

The successful candidate will ultimately help restore natural processes to a catchment with huge restoration potential – and be able to see the benefits their work produces.



Principal Duties and Responsibilities

Project Delivery

- Assist with the delivery and supervision of a portfolio of mainly practical environmental improvement projects across the Trent catchment.
- To work with landowners and where necessary tenants to develop working relationships and support the design and delivery of NFM, river restoration, biodiversity, and habitat improvement interventions.
- Plan and organise engagement and other events when required
- To assist in the development, and contribute to, scoping studies and proposals in the areas of NFM, river restoration and biodiversity enhancement across the Trent catchment.
- Obtain the relevant surveys, permits and permissions for project delivery.
- To ensure that project plans are adhered to and that the works are delivered in accordance with all relevant legislation and the aims of the relevant project.
- Work in close conjunction with the contractors and/or volunteers that will be delivering interventions and ensure that the works are delivered in a suitable and safe manner.
- To collate data and information from various authorities to help with our understanding of the baseline condition of the various sites TRT is working on.
- Assist with the design and implement monitoring schemes to determine and record the effectiveness of our river restoration, NFM, habitat creation and biodiversity enhancement projects.
- To be familiar with and competent in the use of GIS for the development, analysis and monitoring of projects.

Partnership working, coordination and communications

- Build strong relationships with partners and communities in the Trent catchment to facilitate successful and effective implementation of a variety of projects
- Be responsible for good communication (both internally and externally) of the work you are undertaking and contribute to TRT's knowledgebase regarding the range of projects we deliver.
- Write reports, provide presentations and speak at events as required.



Project reporting, claiming and fundraising

- To report on the day-to-day delivery of projects to the relevant Project Manager and prepare reports and updates for funders.
 - Be responsible for reporting on project activities for all projects being undertaken in this role.
 - Participate in, and contribute to, project meetings both internally and externally.
 - Contribute to fundraising and business development activities for delivering further biodiversity enhancement, habitat improvement, NFM and pollution reduction work.
 - Provide timesheets, expense claims and monitor project spend to report regularly to funders, team members and Trustees.

Contribute to the work of Trent Rivers Trust

- Contribute to and support the work and growth of TRT, delivering the Trust's vision, mission and core values.
- Contribute to the Trust's systems and process, ensuring good record keeping, project and budget management, and reporting to funders, partners and internally as required.
- Take full responsibility for overseeing the health and safety requirements of projects as delegated and contribute to the Trusts Health and Safety improvement activities
- Other duties as may be appropriate to the position.



Experience and Expertise

The following skills and experience have been identified as necessary to fulfil this role:

Requirements	Essential	Desirable
Training and Experience		
Educated to at least degree level in a relevant field or equivalent relevant work experience in the aquatic environment sector		X
Professional qualifications and/or memberships, e.g. CIWEM		X
Experience in delivering practical environmental restoration	X	
Experience of undertaking environmental surveys		X
Experience working with volunteers		X
Experience of working in partnership with a range of organisations		X
Evidence of understanding budgeting and effective time management	X	
Effective communications skills including ability to build and maintain good relations with key stakeholders	X	
Excellent organisational skills and the ability to work independently with minimal supervision	X	
Knowledge and Understanding		
A solid understanding of freshwater ecosystems and the principal impacts influencing water quality, habitat quality and river processes	X	
Strong communication skills with the ability to explain concepts and provide clear instructions verbally and written	X	
Knowledge and familiarity with the use of GIS within the context of recording and interpreting data (ArcGIS or open-source software, e.g. QGIS.)	X	
A demonstrable knowledge of at least 1 of: - River restoration techniques - Natural Flood Management - Fish and freshwater ecology	X	



• Agricultural land management		
A good working knowledge of MS Office 365, email and social media	X	
Excellent time management skills with the ability to make day to day decisions under own initiative	X	
Excellent organisational and administrative skills with the necessary attention to detail	X	
Excellent interpersonal skills, both in person, over the phone, via online meetings and email	X	
Miscellaneous		
Commitment to equality of opportunity	X	
Full driving licence and car insured for business use	X	
Ability to work occasional evenings and weekends if required	X	
Knowledge of health and safety as it relates to the oversight of environmental projects	X	
Understanding of data protection and GDPR		X
An alignment with the aims, objectives and values of TRT and its role of improving the Trent environment for people and wildlife	X	

Equality, Diversity & Inclusion

Trent Rivers Trust is committed to building an inclusive and diverse workplace where everyone feels valued, respected and supported.

We aim to be flexible in terms of people's workplace and working requirements. If you need any adjustments or support during the application process, at interview, or in the workplace, please feel comfortable discussing this with us at any stage.

Terms and Conditions

- The starting salary for this post is £27,579 FTE. It is anticipated that this will be a full-time post.
- The post holder will be required to satisfactorily complete a 6-month probation period before being confirmed in post
- The post will require frequent travel around the Trent catchment and therefore a full UK driving licence and access to a car is essential. Mileage expenses will be paid in accordance with the HMRC non-taxable levels. Car insurance providers need to be made aware of this business use
- TRT will contribute 9% of gross salary by the Trust, subject to a 6% Employee Contribution or the minimum rates in line with our auto-enrolment scheme,



both subject to possible increases. TRT can contribute to a qualifying pension scheme of choice of the successful post holder. TRT recommends seeking independent advice about pensions.

- The post attracts an annual holiday entitlement of 25 days plus usually eight statutory bank holidays for a FTE post, calculated on a pro rata basis for part-time hours
- The post holder will be based at our offices in Darley Abbey, near Derby. TRT operates a hybrid home office work base.
- The appointment will be permanent, subject to ongoing funding availability

The Trent Rivers Trust Work Ethos

The Trent Rivers Trust comprises a growing team of environmental professionals dedicated to the improvement and enhancement of the Trent Catchment. Staff members often work unsupervised due to the nature of our work and size of the Trent catchment. Regular team meetings and other catchups are organised where we share ideas, learn from each other and support improvement within TRT.

TRT recognises the importance of a strong work-life balance and actively promotes this. A high degree of flexibility is provided to staff members in relation to hours and location of work in return for their commitment, honesty and integrity. TRT expects staff to follow our five core values of being galvanising, supportive, independent, aspirational and having integrity. Staff members are expected to work unsocial hours when necessary, including occasional weekends and evenings.