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**Better River, Better Region, Better Life**

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| Job Title | Tyne Catchment Officer |
| Job Location | TRT maintains an office at Shawwell Business Centre, Corbridge, NE45 5PE.  Role can be based partially from home following a flexible working policy.  Regular travel to attend meetings will be essential |
| Salary band | £35,000 FTE/£28,000 (PTE, 30hrs/week)  Plus benefits package including contributory pension |
| Hours | 30 hours per week.  Flexible working arrangements available |
| Contract | Until 31st August 2027 |
| Reports to | Chief Scientist and Technical Director |
| Job purpose | * Work closely with the CEO, Chief Scientist and Technical Director and TRT team to coordinate and lead the Tyne Catchment Partnership * Ensure the Tyne Catchment Partnership successfully completes or implements a range of measures covering communications plans, strategic planning, investment strategies and collaboration. * Work alongside the TRT team and external partners to create and update catchment management plans while applying the catchment-based approach to your work and that of the partnership. * Identify and implement opportunities to work in partnership with other organisations where possible and appropriate and communicate these to the broader TRT team. * Contribute to the delivery of broader TRT aims and objectives. |

**Tyne Rivers Trust**

Tyne Rivers Trust (TRT) is a registered charity that works throughout the Tyne catchment to protect and enhance the environment for the benefit of people who live in and visit the area. Our staff and volunteers undertake practical projects to tackle environmental problems, improve water quality and enhance community wellbeing. We also work with local schools, community groups and the public to educate them on the environment and inspire them to make positive changes.

**The Role**

To coordinate and lead the Tyne Catchment Partnership. You will work alongside the TRT team as well as a range of partners, stakeholders and communities across the Tyne catchment to identify the broad range of problems and opportunities throughout the region to implement appropriate catchment plans. You will implement the Catchment Based Approach when developing these plans to prioritise the application of solutions to these issues or implementation of opportunities. This will involve consideration of key issues that link to TRT’s business plan, as well as the priorities of the Tyne Catchment Partnership, likely covering environmental priorities, data availability and monitoring, public access and engagement and funding. Development and implementation of these plans requires the building of consensus across all partners and stakeholders, so an open and diplomatic approach is essential.

You will also continuously update the Tyne Catchment Partnership communication plan. This will involve reviewing and renewing the existing website and refreshing the broader communications strategy to ensure the work of the Tyne Catchment Partnership reaches a broader audience. This will ensure the partnership is inclusive and impactful.

Good, clear and regular communication alongside excellent organisational skills within TRT and externally is essential for this role.

## Key Responsibilities

* Develop excellent relationships with partners and stakeholders across the Tyne catchment.
* Organise and host partnership meetings, encouraging and facilitating the participation of a range of stakeholders.
* Support the establishment of and maintain the effective running of the Tyne Catchment Partnership structure involving appropriate subgroups
* Maintain and update the project pipeline of the Tyne Catchment Partnership.
* Lead the continuous review and refresh of the communications platforms and strategy for the Tyne Catchment Partnership.
* Lead the creation of an annual Impact Report for the Tyne Catchment Partnership.
* Support subcatchment partnerships and ensure they report into the Tyne Catchment Partnership appropriately and consistently.
* Support the development of integrated catchment plans.
* Support the creation of Tyne Catchment Partnership opportunities for investment.
* Work across catchments with neighbours in the Wear and Tees and establish hubs to share learning, identify training opportunities and maximise regional impact.
* Identify the best way to facilitate co-funding opportunities to enable better, more impactful partnership working by members of the Tyne Catchment Partnership.
* Maintain good working relationships with existing catchment partners, as well as expand and grow relationships with new stakeholders as required.
* Work with catchment partners to engage and connect communities to their local rivers, generating grassroots support for the work of the partnership.
* Contribute to and support the work and growth of TRT, delivering the Trusts vision, mission and core values.
* Contribute to developing opportunities and fundraising for the Trusts activities.
* Contribute to the Trusts external communications (websites, social media and presentations), profile and good reputation.

## Detailed Objectives

Personal objectives will be set through the annual appraisal process, with objectives reviewed and updated annually. These will include any other duties and responsibilities as directed by the Chief Scientist and Technical Director or CEO from time to time, provided they are broadly similar to duties normally performed by post holder or other post holders engaged in similar work. Shared objectives, necessary to contribute to the business development and current priorities for TRT will also be set.

## Training and Development

TRT is committed to continual personal and professional development. A training and development plan will be agreed through the annual appraisal process.

## Person Specification

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| **Tyne Catchment Officer** | **Level of Knowledge, Experience & Skills** | |
| Essential | Desirable |
| **Knowledge** |  |  |
| • Understanding of partnership working and the role of charities, public bodies, businesses and communities in delivering environmental outcomes | X |  |
| • Understanding of environmental issues, particularly freshwater ecosystems, catchment management and the Catchment Based Approach (CaBA). |  | X |
| • Awareness of the challenges and opportunities facing rivers, communities, and stakeholders in the North East |  | X |
| • Knowledge of environmental monitoring and data management |  | X |
| • Understanding of environmental policy, regulation, and funding mechanisms relevant to river catchments |  | X |
| • Familiarity with the charity sector and the challenges of fundraising and income diversification |  | X |
| **Experience** |  |  |
| • Experience of coordinating or delivering partnerships. | X |  |
| • Experience of stakeholder engagement and partnership facilitation | X |  |
| • Experience of writing reports, strategies or communications materials for varied audiences. | X |  |
| • Experience of inputting data into CRM/data management systems and keeping all relevant information up to date relating to your area of work | X |  |
| • Experience of developing and implementing environmental or community-based plans. |  | X |
| • Experience of cross-catchment or regional partnership working. |  | X |
| •Experience of liaising with fundraiser and income generating initiatives. |  | X |
| **Skills and Abilities** |  |  |
| • Excellent communication skills, with the ability to adapt messages for different audiences (technical, public, schools, community groups, funders | X |  |
| •Strong organisational and project management skills, with the ability to manage multiple priorities and deadlines. | X |  |
| • Ability to build and maintain productive working relationships with a wide range of stakeholders. | X |  |
| • Confident facilitator of meetings, able to encourage inclusive participation and consensus building | X |  |
| • Ability to identify and develop opportunities for joint projects, co-funding and investment. | X |  |
| • Proficient in Word, Excel and Powerpoint skills | X |  |
| • Use of Social Media |  | X |
| **Personal Attributes** |  |  |
| • Diplomatic, approachable and collaborative, with strong interpersonal skills | X |  |
| • Proactive, self-motivated and able to take initiative | X |  |
| • Flexible and adaptable, with the ability to work both independently and as part of a team | X |  |
| • Passionate about rivers, the environment and community engagement | X |  |
| • Commitment to the values and objectives of Tyne Rivers Trust | X |  |
| • Ensure that equality, diversity and inclusion is celebrated and considered as part of all decisions taken | X |  |

## Additional Information

* TRT operates a flexible working policy. The position is office-based with home working supported to encourage work-life balance, personal efficiency, imposed pandemic restrictions and to remove avoidable travel.
* The post involves travelling around the catchment and occasionally throughout UK and further afield overnight to attend meetings and conferences.
* TRT maintains two company vehicles for shared use. The post holder must be able to drive and willing to use their own vehicle for work on occasion for which expenses will be reimbursed at Inland Revenue recommended rates.
* Hours of work are typically 30 hours per week, or as required, with possible evening and weekend work as circumstances require.