

Job Title

Project Delivery Manager

Job Location

An office base will be maintained within Northumberland.
Regular travel across Northumberland to attend meetings and site visits is essential.

Salary Band

£38 – 40,000 per annum
Plus benefits package including contributory pension

Hours

37.5 hours per week

The postholder must operate in line with all relevant organisational policies, procedures and standards.

Contract

Permanent

Reports to

Chief Scientist and Technical Director

Job Purpose

- Lead effective delivery of capital projects across Tyne Rivers Trust and its consultancy arm, River Catchment Services, ensuring all works are delivered in line with all internal and external health and safety regulations, to specification, on time, within budget and in-line with CDM Regulations 2015.
- Support business development and organisational growth by supporting bids, tenders, and procurement while identifying new opportunities, strengthening partnerships, and improving organisational efficiency and capability.
- Act as Tyne Rivers Trust's Health and Safety Officer, overseeing policies, risk management, reporting, and safe working practices for staff, contractors, volunteers, and visitors.

About the Organisation

Tyne Rivers Trust (TRT) is a registered charity working across the Tyne catchment to protect and enhance the environment for the benefit of people and wildlife. Our staff and volunteers deliver practical projects to improve water quality, tackle environmental challenges, and enhance community wellbeing. We also engage schools, community groups, and the public to inspire environmental stewardship.

Our consultancy arm, River Catchment Services (RCS), delivers projects for external clients using the Trust's specialist skills. Profits are donated back to TRT, providing an important source of core funding.

In 2026, TRT acquired Northumberland Rivers Trust, expanding our project area by 95%. With growing environmental pressures and a much larger geographic area to cover, the organisation is preparing for significant growth. This role will play a key part in establishing strong foundations for this growth by ensuring safe, effective, and high-quality project delivery across our expanding operations. As such, there is potential for the role and associated responsibilities to grow.

About the Role: Key Responsibilities

Safe and Effective Project Delivery

- Coordinate labour, contractors, plant, and materials to deliver environmental projects across TRT and RCS safely to specification, on time, within budget and in-line with CDM Regulations 2015.
- Work with colleagues to plan the delivery of a pipeline of capital projects, drawing on their technical and scientific expertise
- Coordinate external input of specialist/technical advice for project development (e.g. flood modelling, river and wetland restoration and technical design).
- Develop and maintain standardised processes for site mobilisation, inductions, toolbox talks, RAMS, Construction Phase Plans (CPPs), and quality standards.
- Secure all necessary permissions as required, such as environmental consents (e.g. FRAPs), Planning Permission, landowner agreements etc.
- Support pre-construction activities, including reviewing tenders, planning, procurement, and resource allocation.
- Manage post contract activities, including contractor performance review, variation management, defect resolution, and project closeout documentation
- Develop and maintain positive and professional relationships with partners, landowners, farmers and stakeholders, working with them to develop projects.

Business Development and Organisational Growth

- Contribute technical input to bids and tenders for both TRT and RCS, supporting income generation and programme delivery.
- Identify opportunities to strengthen relationships with funders, partners, and clients.
- Support the development and expansion of RCS by identifying new commercial opportunities aligned with capital works delivery.
- Collaborate across the organisation to improve efficiency, delivery standards, and organisational capability
- Support the implementation of an effective procurement procedure

Operate as TRT's Health and Safety Officer

- Serve as TRT's Health and Safety Officer, leading implementation of the H&S policies and procedures while providing guidance, assurance, and leadership on H&S matters.
- Facilitate the Health and Safety Committee and report regularly to the Senior Management Team and Trustees.
- Maintain and update TRT's Health & Safety Policy and internal risk assessment procedures.
- Responsible for accident/near miss investigation and reporting.
- Oversee training and new staff onboarding, for health and safety.
- Support safe volunteer engagement and ensure staff, contractors, and visitors work in a safe environment.
- Oversee safe use, inspection, and maintenance of PPE, tools, and equipment, and support emergency preparedness.

Contribute to the wider work of Tyne Rivers Trust and its Trading Arm, River Catchment Services

- Contribute to the Trust's external communications (e.g. through websites, social media and presentations), profile and good reputation.
- Support the fundraising and growth processes of the Trust
- Draw on knowledge, skills and experience to support other staff and projects where appropriate, including our education and engagement work.
- Other duties as appropriate

Detailed Objectives

Personal objectives will be set through the annual appraisal process and reviewed annually. They may include additional duties as directed by senior leadership, provided these are consistent with the nature of the role.

Training and Development

The organisation is committed to supporting personal and professional development. A tailored training plan will be agreed as part of the appraisal process.

Person Specification

Knowledge and Qualifications

Requirement	Essential	Desirable
IOSH Managing Safely qualification or willingness to undergo training to obtain the qualification	✓	
SMSTS or appropriate CSCS qualification or willingness to undergo training to obtain the qualification	✓	
Full understanding of CDM Regulations 2015	✓	
Understanding of environmental policies and regulations		✓
Knowledge of working in the river environment		✓

Experience

Requirement	Essential	Desirable
Experience delivering capital works or construction-based projects	✓	
Managing health and safety on projects, including working knowledge of CDM 2015 and RAMS	✓	
Coordinating consultants, contractors and subcontractors including supervision and performance management	✓	
Embedding safe systems of work and promoting a positive health and safety culture.	✓	
Working collaboratively across teams and with external partners, including consultants, landowners, funders or delivery partners	✓	
Pre-construction activities, such as reviewing tenders or ITTs, supporting contractor selection, programme development, and resource planning		✓
Working in a multi-role or small organisation environment, balancing delivery, compliance, and organisational support responsibilities		✓
Acting as or supporting a Health and Safety Officer		✓
Implementing or improving procurement procedures		✓

Personal Attributes

Requirement	Essential	Desirable
Diplomatic, approachable and collaborative	✓	
Proactive and self-motivated	✓	
Flexible and adaptable, able to work independently and in a team	✓	
Passionate about rivers, the environment and community engagement	✓	
Commitment to equality, diversity and inclusion	✓	
Commitment to the values and objectives of the host organisation	✓	

Additional Information

- A flexible working approach is in place to support work-life balance and reduce unnecessary travel.
- The role requires travel across the Tyne and Northumberland River catchments, which covers Cumbria, Northumberland, North Tyneside, South Tyneside, Newcastle, Gateshead and Sunderland, and occasionally elsewhere in the UK.
- A valid driving licence and ability to drive TRT's manual vehicles is essential. Use of a personal vehicle may be required, with mileage reimbursed at HMRC rates.
- Evening or weekend work may occasionally be required depending on project or community needs.