

Job Description

Job Title	Catchment and River Restoration Team Leader	Responsible for: Senior Project Officers, Project Officers, Citizen Science Officer
Location	Holt, Norfolk	
Responsible to:	Head of Operations and Technical Director	
Job Purpose	To effectively manage the day-to-day running of the Catchment and River Restoration Team	
Principal Responsibilities	<ul style="list-style-type: none"> • Undertake the day-to-day leadership of the Catchment and River Restoration team • Maintain, oversee, and update all project delivery and reporting systems on time and in budget (including timesheets, expenses and monthly reports) • Maintain and develop catchment and river plans in partnership with catchment stakeholders • Meet landowners and farmers to build relationships and projects • Support the production of communications material to further promote the issues surrounding the water environments of East Anglia and delivery outputs from NRT projects • Managing the delivery of catchment management and river restoration schemes • Oversee NRT's involvement in the CaSTCo citizen science project • Assist the Head of Operations in undertaking staff reviews, development, and training schemes. • Work with the Head of Operations and Finance Manager to prepare and manage departmental budgets, timesheets and provide input to the Trust's business plan, ensuring that spending remains within agreed limits • Write new funding bids and create new river restoration schemes • Work effectively with partners and stakeholders, represent the Trust through catchment partnerships and seek opportunities to develop existing and additional mutually-beneficial relationships • The above list should not be regarded as exhaustive, from time-to-time staff may be required to carry out other such duties as determined by the Trust 	

Education	<ul style="list-style-type: none"> • Minimum HND/BSc in Ecology, Environmental Sciences, Geography or a Land Management related subject
Experience and Knowledge	<ul style="list-style-type: none"> • Significant experience in working in the field of ecology, water, catchment management or river restoration • Leadership or Management experience
Personal Skills and Qualities	<ul style="list-style-type: none"> • Clear commitment to vision and values of Norfolk Rivers Trust • Good communication skills • Excellent organisational and reporting skills • Experience of working in a multi-disciplinary organisation • Leadership skills; developing, coaching, and managing multi-disciplinary teams • Ability to submit grant applications and work within budgetary constraints • Exceptional listening and communication skills, with a proven ability to influence multiple stakeholders • Ability to build and maintain relationships with land managers, partners and stakeholders • Project management skills and development • Full UK driving licence with own car covered by business insurance