



## ARRT Job Profile

<b>Job Title:</b>	<b>Trust Manager</b>
<b>Employer:</b>	<b>Arun &amp; Rother Rivers Trust (ARRT)</b>
<b>Reports to:</b>	<b>ARRT Chair/Vice Chair</b>
<b>Salary Range:</b>	<b>£40,804 - £46,728 Dependent on experience</b>
<b>Hours:</b>	<b>Full Time 37.5 hours per week</b>
<b>Contract:</b>	<b>1 year fixed-term contract</b>
<b>Location:</b>	<b>The Arun &amp; Western Streams Catchment, West Sussex &amp; within reasonable distance of the boundary.</b>
<b>Base:</b>	<b>Home Based</b>

Reporting to the board of Trustees the Trust Manager will be responsible for leading, developing and supporting ARRT to deliver high quality work to improve, promote and protect the Arun & Western Streams River landscape.

### **Function of the post:**

- Trust Management / Strategy: Work with the ARRT Business Manager to develop and deliver long term plans towards Business Strategy. Support discussions to progress merger with neighbouring Rivers Trust.
- Programme Management: Keeping projects on target, to agreed timescales and within agreed budget. Supporting staff and contractors to deliver work and guiding direction. Liaison with funding partners and others.
- Project Development / Funding: Plan and develop future projects, identify funding opportunities, make applications.
- Personnel: Oversee staff project management. Work with the management team to undertake development reviews, solve personnel issues / provide HR support.
- Partnership working: Chair and run the Arun & Western Streams Catchment Partnership including reporting. Develop plans and actions for the partnership. Develop partnership working across sectors relevant to ARRT's vision.
- Financial: Working closely with the Business Manager to plan budgeting, invoicing and forecasting.
- Reporting: Working with the Business Manager to assess and review ARRT policy and direction when needed, and to meet legislative and charity requirements.

**Principal Accountabilities:**

- Projects are delivered and staff supported and able to do so.
- Work with the Business Manager to design and implement business plans and strategies to promote the attainment of ARRT's aims and vision.
- Supervise the work of employees and contractors provide feedback and counsel to improve efficiency and effectiveness.
- Maintain relationships with partners/suppliers.
- Gather, analyse and interpret external and internal data.
- Act as the responsible officer for the Trust's risk register and ensure that appropriate contingency and business continuity and disaster recovery plans are in place.

**Teamwork**

- Act as a responsible team member, leading where agreed, and develop productive working relationships with other members of ARRT.
- Contribute to and/or lead on team meetings, training and/or committees internally or externally.
- Contribute to the development of new systems and procedures.
- Work with Trustees & ARRT Staff to sustain and strengthen an inclusive, supportive, caring working environment.

**Other duties:**

You are required to undertake such other duties appropriate to the grade and content of the work as may reasonably be required of you. The list of duties in this job profile should not be regarded as exclusive or exhaustive and require a flexible approach to work. Please note that, in consultation with you, ARRT reserves the right to update your job profile to reflect changes in, or to, your position.

**Equality, Diversity & Inclusivity**

- Take responsibility for upholding and complying with ARRT's Equality, Diversity and Inclusivity policies and for behaving in ways that are consistent with fair and equal treatment for all.

ARRT believes that everyone has the right to be treated equally and that the diversity of individuals and groups should be embraced, valued and respected. ARRT is committed to eliminating any form of discrimination be it direct, indirect, harassment or victimisation.

**Health and Safety**

Take responsibility for ensuring that workplace responsibilities within ARRT are carried out with full regard to, and in support of, ARRT's Health and Safety policies.

**Sustainability and Environment**

ARRT actively seeks to improve its environmental performance and will comply, as a minimum, with all relevant environmental legislation, regulations and codes of practice. All staff are required to support ARRT's Environment Policy.



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### **Data Protection**

You will be responsible for ensuring that your workplace activities for ARRT, are carried out in compliance with the requirements of the Data Protection legislation especially concerning confidentiality, treatment of personal information and records management.

### **Right to Work**

The current British and European Law states that the ARRT cannot employ a person who does not have permission to live and work in the UK. All new employees will need evidence of their right to work including evidence of settled status, pre-settled status or a valid visa.

### **Disclosure Service Certification from the Disclosure and Barring Service**

ARRT staff may be required to hold Disclosure Service certification from the Disclosure and Barring Service (DBS).

Further information about the Disclosure and Barring Service is available from the DBS website at <https://www.gov.uk/government/organisations/disclosure-and-barring-service>

## **Principal Attributes and Person Specification:**

**Essential** requirements are those, without which, the candidate would not be able to do the job. It is expected that the post holder will have the knowledge and qualifications indicated, or equivalent qualifications and experience.

**Desirable** requirements are those which would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.

Area of work	Detail	Essential	Desirable
<b>Knowledge and Qualifications</b>	Understanding of the water environment, issues, drivers, direction and legislation.	<b>X</b>	
	Charity management or experience of working for a charity or voluntary sector.	<b>X</b>	
	Environmental Degree or relevant experience in environmental field.	<b>X</b>	
	A technical or practical understanding of natural based solutions and conservation		<b>X</b>
<b>Skills</b>	Excellent oral, written and presentational communication skills	<b>X</b>	
	Use of Microsoft Office suite.	<b>X</b>	
	Environmental data management and mapping (GIS).		<b>X</b>
<b>Experience</b>	Significant experience at senior management level.	<b>X</b>	
	Project development, funding applications and strategies.	<b>X</b>	
	Track record of strategic programme development, delivery and budget management.	<b>X</b>	<b>X</b>

	Track record of ability to attract, retain, motivate and develop staff – a team builder		X
	Experience of leading change management.		
<b>Personal attributes</b>	Positive and motivated.	X	
	Full UK Driving License	X	
	Ability to influence and advise diverse stakeholders.		X