

Job Title:	Rother Partnership Coordinator
Employer:	Arun & Rother Rivers Trust (ARRT)
Reports to:	Trust Manager
Salary:	Grade 4 – From £31,867 Annual Leave – 25 days + Bank Holidays
Hours:	Full time 37.5 hours per week
Contract:	PAYE 24 months fixed-term contract
Location:	Working across the Rother Catchment & occasionally in other locations where ARRT business is conducted that is within reasonable distance of the ARRT catchment.
Base:	Hybrid Working (Home & Office)

Are you a dynamic and motivated individual with a strong background in partnership work, looking for your next challenge? Do you have a passion for our water environment and wish to work for an ambitious local charity? This could be the role for you.

Purpose of the job:

This role will support the establishment, growth and success of the Rother Partnership. The partnership will bring together a diverse range of stakeholders, landowners, farmers, community groups and individuals to collaboratively set aims, objectives, and a costed action plan to bring about positive landscape scale change for the Western Rother. The Coordinator will fundraise for and facilitate the delivery of quick-win projects, and work to secure a major funding stream for longer term outputs.

We have a diverse group of stakeholders primed and ready to get started. This is an unprecedented opportunity to play a key role in securing a brighter future for the catchment. See our [Reviving the Rother](#) film for some info on the background to this role.

Principal Responsibilities:

- Establish and grow a network of local stakeholders for the Rother catchment and a core partners steering group, fostering a positive spirit of collaboration.
- Inspire the Rother partnership to strive for an ambitious vision to restore the Rother to good health.
- Facilitate steering group and partnership meetings and draw out common aims and objectives, developing a Rother Action Plan including a Vision, Route Map and a costed pipeline of projects.

- Create an ambitious, strategic case for support, working with core partners to submit a bid or bids to major funding streams.
- Create concise, public-facing, action focused plans and reports, and monitor progress on agreed aims and objectives.
- Deliver occasional public events to inspire people to cherish the Rother and understand its value for us all, and to gain support for the Rother Action Plan.
- Liaise with ARRT Communications support, and South Downs National Park Authority (SDNPA) and Southern Water Comms team to formulate a Communications plan and deliver regular Communications outputs.
- Recognise and facilitate opportunities for quick-win projects.
- Establish a mechanism for shared reporting of outcomes - including contribution towards partner organisation's corporate plans and targets.
- Maintain an online Rother information and resource library accessible by all partners.
- Prepare regular reports to the Rother Partnership Board and participate in Board meetings with funders - the South Downs Trust, SDNPA and Southern Water.
- Perform administrative duties as required by the role.
- To carry out any other duties in line with the role as required by the ARRT Trust Manager and Rother Partnership Board.

Teamwork

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

Other duties

You are required to be flexible, undertaking such other duties appropriate to the grade and content of the work as may reasonably be required of you. Please note that, in consultation with you, ARRT reserves the right to update your job profile to reflect changes in, or to, your position.

Benefits

- You will be a member of a small, dynamic, passionate, and supportive team, joining ARRT at an exciting time of growth.
- 10% Recharge policy – ARRT team members are encouraged to take 10% of their working week for mental and physical recharge, getting out into the catchment to explore a new area, further their knowledge or enjoy a river-related activity.
- 25 days holiday, plus bank holidays and Christmas to New Year shutdown.
- Flexible working.
- Employee assistance programme (counselling, specialist legal and financial support).
- Pension scheme.

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.

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>

Attributes and Person Specification:

	Desirable	Other Considerations
Knowledge and Qualifications	<p>A good understanding of river and catchment management.</p> <p>Understanding of the drivers and needs of a range of stakeholders (landowners, farmers, local communities, water companies and government agencies).</p>	Formal qualification in project management.
Skills	<p>Excellent organisational skills.</p> <p>Interpersonal and communication skills to present to a wide range of people, making a compelling case and inspiring support.</p> <p>Able to produce concise, action focused, public facing plans and reports.</p> <p>Proficient IT skills.</p>	Able to use GIS.
Experience	<p>Working in partnership with multiple diverse stakeholders to deliver projects collaboratively.</p> <p>Demonstrable experience of successful project management including budgets, milestones and reporting.</p> <p>Applying for and securing funding, including from major funding streams.</p> <p>Proven ability to work in a team across organisations.</p>	<p>Experience of working in the environmental charity sector.</p> <p>Experience of working on catchment projects.</p>
Personal attributes	<p>Reliability and integrity, together with an enthusiastic and positive attitude.</p> <p>Able to cultivate effective relationships with a wide range of people, based on trust and mutual respect.</p> <p>Empathic and diplomatic, a good listener who can validate opposing views and draw out common goals and aspirations.</p> <p>Passionate about all that the Rother partnership could achieve.</p>	