



## POST OF ESRT ADMIN SUPPORT OFFICER INFORMATION TO APPLICANTS

***Applicants are encouraged to read these notes carefully before applying and also refer to our website for further information.***

### **About Essex and Suffolk Rivers Trust (ESRT)**

Essex and Suffolk Rivers Trust was formed in 2013 and is part of a network of some 60 rivers trusts throughout the UK and Republic of Ireland affiliated to the national Rivers Trust. Our mission is to protect, promote and enhance our freshwater and estuarine ecosystems for people and wildlife. We are a small organisation with big ambitions and in September 2020 we adopted a new business strategy to guide our work and development over the next three years.

To date, we have worked with partner organisations to undertake a range of projects to restore and improve river environments in Essex and Suffolk. Here are a few examples:

- The holistic water management programme on the River Deben, led by Suffolk County Council where we worked in partnership to create three natural flood management projects in the upper Deben.
- East Suffolk Watershed Initiative involved restoration of 650m of water meadow dyke at Easton, desilting of a dyke at Bramford, channel restoration and creation of an interception pond at Shottisham. We worked in partnership with Suffolk FWAG to provide advice to landowners and farmers on soil management.
- We partnered with Muntons, the globally significant malting company, and the Environment Agency to deliver habitat improvements on their headquarters site in Stowmarket.
- A two-year project was completed on the River Colne to add 3,550 m<sup>2</sup> of trees and shrubs to the riverbank within a grazing meadow at Seven Arches Farm upstream of Colchester. ESRT Trustees have local knowledge of the river and have carried out chemical monitoring and river fly monitoring over 3 years.
- We worked with the Spains Hall Estate and Environment Agency to install natural flood management measures such as leaky dams in two tributaries of the River Blackwater with the aim of reducing flooding in the nearby village of Finchingfield. The estate has successfully reintroduced beavers after an absence of 400 years.
- As part of a European consortium of organisations supported by the EU Interreg fund, we have worked on the Topsoil programme including a trial managed aquifer recharge project at Broxstead in Suffolk and in partnership with Essex and Suffolk Water we investigated sources of sediment and pollution run-off into Layer Brook at Abberton Reservoir in Essex.

The Trust is governed by a Board of nine Trustees who collectively have considerable experience and expertise in rivers and water management issues within the two counties. The Board is supported by a Director and a Project Officer and this post who, together, manage operations, projects, partnership liaison, development and fundraising activities.

## About Catchment Partnerships

Catchment partnerships bring together organisations and individuals across a defined river catchment to help protect and restore the water environment using the catchment based approach (CaBA). There are around 100 catchment partnerships throughout the UK led by a host organisation and supported by DEFRA through the Environment Agency. Their role includes:

- providing local evidence
- targeting and coordinating action
- identifying and accessing funding for improvements in the catchment
- incorporating river basin management planning into the wider environmental management of the catchment.

Essex and Suffolk Rivers Trust is proud to be the designated host organisation for the East Suffolk Catchment Partnership (ESCP) and has also very recently taken on the host role from Essex Wildlife Trust for the Combined Essex Catchment Partnership (CECP). You can find out more about ESCP and CECP here:

[East Suffolk Catchments Partnership | EssexSuffolkRivers | Finchingfield \(essexandsuffolkriverstrust.org\)](#)  
[Essex Rivers Hub - Home](#)

## About the role of ESRT Admin Support Officer

This new post has been created in line with our business strategy ambitions to increase our operational capacity and help take the Trust to the next level of its development. Specifically, the post holder will work closely with the Director and Project Officer to provide administrative support and ensure the smooth and effective running of the Trust. You will have an exciting opportunity to join a small and dedicated team and make a significant contribution to the development of the organisation and its work in enhancing the river and wetland environment in the two counties.

The work will be highly interesting and varied and you will be engaging with a wide range of partners and stakeholders.

The position is initially offered as a one year contract and the Trust has every intention of extending the contract on a more permanent basis subject to funding.

Due to the Covid pandemic, we have given up our office space in Suffolk and staff currently work from home. This arrangement is likely to continue throughout much of 2021, but will be reviewed according to changing circumstances. The successful candidate will be expected to work from home for the time being although there will be occasional need to travel within the two counties. We are unable to provide a vehicle for this, but will reimburse you at the rate of 45p per mile for use of your own car on trust business.

Salary is in the range £19,000- £21,000 p.a. pro rata.

Normal working hours will be 15 hours per week, ideally apportioned flexibly across three days. Details can be discussed at interview. Time worked above the contracted hours will be

granted time off in lieu. We offer 25 days paid annual leave plus public holidays for full time posts calculated pro rata for part-time flexible working arrangements.

The Trust offers an auto-enrolment pension through NEST, applicable after completion of three months service. The current rate is 3% employer contribution.

There will be an initial probation period of six months.

## **How to apply**

Please submit a full CV and a statement of application marked CONFIDENTIAL by email to: [brendan.joyce@essexsuffolkriverstrust.org](mailto:brendan.joyce@essexsuffolkriverstrust.org). Your CV should include your education, qualifications and employment history, explaining any gaps. Your statement of application should explain why you are interested in the post and what skills and experience you will bring.

We will be assessing your application for interview on the basis of those candidates who most closely meet the requirements of the post so it is very important that you carefully read the job description, person specification and background information and frame your application accordingly and succinctly. If you wish to include additional information in support of your application, please do so, but keep it brief and relevant. Please include at least two employment referees. We will not approach them without your permission and only if we are considering an offer of employment.

**Closing date for applications will be 5pm on Friday 8 January 2021.**

**Interviews will take place via Zoom in the week commencing 18 January 2021.** We will contact shortlisted candidates by phone and email. Due to limited capacity and resources, we are not able to acknowledge all applications.

Essex and Suffolk Rivers Trust  
22 December 2020.