



Job Description

Head of Working with Communities (Interim, maternity cover)

Reports to	CEO
Responsible for	Providing organisational leadership as part of our Senior Management Team, and to lead our work in education, engagement, communications and inclusivity.
Location	Hybrid work at home and in the office based in Leatherhead with travel across the South East, particularly South London, Surrey and Kent.

The role

In the last 20 years, the Trust has led more than 7000 volunteers in making a positive difference to their local river by giving 40,000 hours to our cause. During this time, we have also inspired 20,000 children about rivers, providing high-quality education that stimulates a lifelong passion for nature. From river cleanups to outdoor education, river restoration events to citizen science. We aim to put healthy rivers at the heart of communities.

The Interim Head of Working with Communities will provide maternity cover for approximately 12 months, including handover periods. The primary purpose of the role is to act as a leader within the Trust, facilitating the continued establishment, development and growth of the Working with Communities Team.

Our ambition is to reach as many people as possible in the south east, to teach and show them the importance of rivers, and how everyone can play a part in restoring healthier, thriving rivers. We do this through a range of engagement opportunities from citizen science programmes to guided walks and part of this role will be finding new and creative ways to reach more people and demonstrate the value and importance of healthy rivers. We want to be more reflective of the communities in the south east, building partnerships with new groups to reach a more diverse audience about the value of a healthy river.

As a leader within SERT, you will bring passion for our cause and demonstrable experience in delivering inspiring outcomes from education and engagement projects and programmes. You will bring a strategic approach in order to develop and plan new approaches with innovation and creativity, securing external funding to deliver these and helping the Trust achieve its strategy and ambitions.

About us

The South East Rivers Trust is an environmental charity bringing rivers and their catchments back to life. Working in 12 river catchments across the South East, the Trust connects communities and mobilises citizen scientists to educate and engage people on the importance of rivers, and supports and challenges stakeholders, businesses and individuals to protect them. The Trust uses data and evidence to target positive action and works with nature to make rivers healthy again. This includes tackling water pollution, addressing water scarcity, reconnecting rivers and restoring habitats. www.southeastriverstrust.org.

Working at the South East Rivers Trust is challenging, rewarding, fulfilling and busy; we work collaboratively and with passion, and this is reflected in our core values of: delivering high quality work, using expertise and scientific understanding, building good and effective relationships and bringing positive energy to all we do. If this sounds like an environment that you would thrive in, we would love to hear from you.

Key duties & responsibilities

Team leadership

- Direct line management of the following roles within the Working with Communities Team:
 - Volunteering and Engagement Officer
 - Education Development Officer (line manager of the Assistant Education and Engagement Officer)
 - Communications Officer
 - Plastics Project Manager (line manager of the Plastics Project Officer)
 - Contractors and volunteers as required.
- Ensure staff are effectively managed and supported through regular 1:1 meetings, setting and reviewing objectives, undertaking annual appraisals, identifying and implementing training and professional development needs.
- Continued development of a strong and cohesive team, with high-performing and happy staff members.

Education and engagement

- Lead the ongoing development and delivery of the Trust's education and engagement strategy for communities, schools, families, and adults. Making sure that this is in line with our vision and priorities, and key national policies and arising opportunities.
- Develop new and innovative education and engagement projects and programmes to deliver the Trust's strategy.
- Be responsible for identifying and securing funding to deliver the strategy from a variety of sources including grants and corporate sponsorships, as well as exploring new avenues such as increased support donations.
- Lead the organisation's approach to diversity and inclusivity, ensuring that this becomes a strong, integrated part of our approach to all of our work.

PR and communications

- Oversee a high quality communications function which covers and prioritises both internal and external communications, PR, marketing and design.
- Support the Communications Officer in the strategic growth and development of the Trust's digital communication channels including social media, website and campaigns.

Organisational leadership

- Provide clear, values-based organisational leadership as a key member of the Senior Management Team and a trusted advisor to the CEO. Model our leadership values and behaviours at all times.
- Ensure that an environment is created for all teams where people are able to bring their best to the Trust.
- Manage and further strategic relationships with key stakeholders to increase our outreach and develop our role as an expert regional rivers trust.

General duties

- Ensure all programmes and projects are delivered on time, to budget, evaluated and reported on appropriately.
- Work in accordance with SERT policies, paying particular attention to Health and Safety policy and contribute to the maintenance of a healthy and safe working environment.

- Any other duties as reasonably required including some out of hours work to support key events and conferences.

Person specification

Please keep this list of competencies in mind, together with the Trust's core values when completing your application. Knowledge, experience, skills and aptitudes will be assessed through the application process and at interview.

Requirements	Essential	Desirable
Training & Experience		
Significant experience of developing, leading and evaluating education and engagement programmes, activities and projects to reach a variety of audiences.	X	
Experience of creating and maintaining strategic partnerships with diverse stakeholders and audiences.	X	
Experience of developing new and creative education and engagement projects capable of attracting major funding and stimulating new audiences.	X	
Strong track record of securing grant funding from a range of sources in a charity setting.	X	
Experience line managing a team, including coaching and mentoring people to achieve their best.	X	
Experience within the leadership team of a charity.		X
Knowledge & Understanding		
Thorough understanding of the drivers of communities, volunteers and schools.	X	
Understanding of the different models and theories behind best practice education and engagement.	X	
Knowledge the rivers in the South East of England and a solid understanding of the pressures they face.		X
Skills & Personal Attributes		
Excellent communication skills, able to communicate information on rivers and environmental issues to a range of audiences using a range of media.	X	
Excellent organisational skills.	X	
A strong passion for educating and inspiring people and communities.	X	
Miscellaneous		
Commitment to equality of opportunity.	X	
Happy to work occasional weekends and evenings when required.	X	
Current driving licence and vehicle which can be used for work purposes, and happy to drive a van.	X	
Suitable, safe home working environment.	X	

Conditions of service

Salary: £38,000 to £41,000 depending on level of experience.

Contract period: Full time or 0.8 FTE, starting 21st November 2022. This contract, as temporary maternity cover, will terminate upon the return of the employee on maternity leave, which we expect to be after 12 months.

Pension: SERT operates a contributory pension scheme and will pay 9% of salary subject to a 6% employee contribution.

Homeworking and vehicle: The Trust operates a mix of home and office based working, with travel across the SERT area, and so you will need to be able to provide a suitable home working environment, with the Trust office located in Leatherhead. We will provide a laptop and mobile phone. We would prefer the post-holder to be based in the SERT area, but this is not an absolute requirement. A full driving license and access to your own vehicle is required.

Annual leave: Annual leave entitlement is 25 days plus public holidays, pro rata for part time.

Hours of work: The basic working week is 37.5 hours. Some evening or weekend work will be required for which time off in lieu can be taken. No overtime will be paid.

Right to work in UK: All applicants must have the right to work in the UK. We do not sponsor applicants from overseas.

Employee benefits

- Hybrid working and homeworking
- Flexible and part-time working opportunities
- Pension contribution of 9% salary, subject to 6% employee contribution
- Life Assurance cover with SERT's Pension Scheme
- Annual Cost of Living Adjustment Review (COLA)
- Enhanced leave policies including sickness and maternity
- Four staff away days per year
- Commitment to career development and training
- Free Employee Assistance Programme
- Wellbeing team, with trained Mental Health First Aiders
- Annual Staff Survey

Application process

At SERT we believe in equality of opportunity and positively encourage applications from suitably qualified and eligible candidates regardless of age, sex, race, disability, sexual orientation, gender reassignment, religion or belief, marital/civil partnership status, or pregnancy and maternity. We are committed to better reflecting society and the communities who use, need and enjoy our rivers within our workforce. We welcome requests for flexible working. All applications will be judged solely on merit.

Please email the following to jobs@southeastriverstrust.org:

- a completed Application Form for the relevant job role that you are applying for

- a completed Equality and Diversity Monitoring Form

The deadline for applications Monday 22nd August, 9am with interviews taking place on 30th/31st August, and the 1st September at the SERT offices based in Leatherhead. Please get in touch if you are unable to make this date.

If you would like to discuss the position please email jobs@southeastriverstrust.org, with your enquiry and we will arrange to call you back.

Applicant privacy policy

When submitting your application to us, it is important you are aware of what will happen to your personal data after the position is filled. Please download and read our Applicant Privacy Notice from the website.