



## JOB DESCRIPTION

### Plastics Project Manager

**REPORTS TO:** TBC

**RESPONSIBLE FOR:** Contractors, volunteers, partners

**LOCATION:** Office based in Carshalton (SM5) with travel across the South East primarily to the Medway catchment. Occasional travel to France will be required. Working at home currently due to Covid.

---

The South East Rivers Trust (SERT) is a leading environmental charity dedicated to achieving healthy river ecosystems across the South East of England. The Trust's mission is to deliver outstanding river ecosystem enhancement through science-based action, collaboration, education and engagement.

We are a member of the national Rivers Trust and part of the rivers trust movement, which is described as having 'wet feet' because it focuses on practical improvement works on the ground. Our core values are central to all we strive to achieve, including bringing positive energy, expertise and specialist knowledge to develop good relationships and deliver to a high standard to make a real difference to rivers and their catchment areas.

## PLASTICS PROJECT MANAGER

Despite the highly publicised problem of plastics in oceans, initiatives have failed to look upstream and systematically tackle the role rivers, their catchments and communities play as a pathway and source of plastic.

We are seeking a Plastics Project Manager to lead the Trust in taking a catchment-based approach to the plastic pollution crisis, shaping the Trust's strategy as well as influencing National and International policy and action.

The Plastics Project Manager position is a new role within SERT and an integral part of the "Preventing Plastic Pollution" (PPP) Project, currently jointly funded by the European Union European Regional Development Fund Channel Manche Programme and the Heritage Lottery Fund.

In this role, you will work with partners across the UK and France to share best practice and expertise on understanding sources and pathways of plastic as well as setting up a citizen science scheme to monitor pollution in the Medway catchment. You will create real impact by delivering and evaluating a range of methods to reduce and remove plastic from the river and creating Plastic Action Plans with communities, working with key stakeholders across the catchment (the Medway Catchment Partnership, local communities, businesses and farmers) to instigate transformational change in the way plastic is used and recycled in the catchment.

# KEY DUTIES AND RESPONSIBILITIES

## **1. Preventing Plastic Pollution Project Delivery**

1.1 Lead on the development of the Trust's first plastic pollution strategy, informing the wider work of the Trust outside the Preventing Plastic Pollution Project.

1.2 Lead the development and delivery of a citizen science programme to understand the sources and pathways of plastic pollution in the Medway Catchment.

1.3 Lead the development and delivery of a volunteer programme, engaging communities with their local river through clean-up initiatives and catalysing behavioural change.

1.4 Facilitate local community groups in creating their own Community Plastic Action Plans and support them in the achievement of selected initiatives (e.g. Single-use free community accreditation).

1.5 Work with the Trust's Catchment Officers in the Medway to engage businesses, e.g. farmers, about their plastic use and disposal.

## **2. Partnership working, coordination and communications**

2.1 Work closely with the Medway Catchment Officer and catchment partnership hosts to integrate the activities and outputs of the PPP Project into the Medway Catchment Partnership, including updating the Medway Catchment Plan to include plastics.

2.2 Build strong relationships with partners and communities in the Medway catchment and Kent to facilitate successful and effective implementation of actions around reducing plastic pollution.

2.3 Develop good relationships with partners in the UK and abroad, and the PPP project partners from France in particular, with an interest in plastic pollution.

2.4 Work closely with The Rivers Trust to support sharing knowledge and expertise gained from the PPP project to the wider rivers trust and CaBA network.

2.5 Be responsible for good communication (both internally and externally) of the work you are undertaking and contribute to the knowledgebase on plastic pollution.

2.6 Create and manage a communications strategy for the Trust's Plastic Pollution work, contributing to the Trust's external communications (e.g. through websites, social media and presentations), profile and good reputation.

## **3. Project reporting, claiming and fundraising**

3.1 Be responsible for the management of the PPP Project, including budget management, reporting on project activities and supporting financial claims (led by the SERT Finance Team), e.g. to Interreg Channel Manche, Heritage Lottery Fund.

3.2 Lead on the development and delivery of a Funding Plan for further plastic pollution work, including grant funders, businesses and other sources.

3.3 Participate in and contribute to project meetings, based in the UK and abroad (primarily northern France), for Interreg and the Medway Catchment Partnership.

## PERSON SPECIFICATION

Requirements	Essential	Desirable
<b>Training and Experience</b>		
Educated to at least degree level in a relevant field or equivalent relevant work experience in the environment sector.	X	
Several years' experience delivering community engagement and citizen science projects.	X	
Experience of surveying rivers and their catchment areas, including designing monitoring protocols.	X	
Demonstrable experience of successful project management including budgets, milestones and reporting.	X	
Experience of successful fundraising.	X	
Experience of project and budget management for EU Interreg or HLF funded projects.		X
Experience working to address or researching plastic pollution in a previous role.		X
<b>Knowledge and Understanding</b>		
Thorough understanding of the issues and challenges facing rivers.	X	
Expert knowledge on plastic pollution including legislation, waste policies and current academic research relating to impacts and solutions.	X	
Understanding of different survey methodologies, data management and processing.	X	
Good understanding of the drivers and needs of a range of stakeholders (communities, local authorities and government agencies).	X	
A good understanding of the challenges of working in the NGO sector and/or a small organisation.		X
<b>Skills &amp; Personal Attributes</b>		
Competent, physically fit and comfortable to work in and around rivers.	X	
Excellent organisational skills; able to work under pressure to tight deadlines; able to delegate and oversee tasks to other team members.	X	
Proficient IT skills, particularly MS Office.	X	
Skilled in the use of GIS and other software to visually present data in an engaging way.		X
Excellent communication skills for both internal and external audiences	X	
Naturally diplomatic and able to tailor to the situation and audience	X	
Genuine enthusiasm and passion for delivering healthy river ecosystems.	X	
A self-starter, able to work to a common goal unsupervised.	X	
<b>Miscellaneous</b>		
Commitment to equality of opportunity.	X	
Full driving licence.	X	
Ability to work occasional evenings and weekend if required.	X	

## CONDITIONS OF SERVICE

**Salary:** £28,000 - £33,500 (dependent on experience).

**Contract period:** The position is full time, five days a week on a fixed-term contract until December 2022 with possibility of extension subject to funding. The appointment will be subject to a six month probation period during which no holiday can be taken in the first three months unless in exceptional circumstances and by prior arrangement.

**Driving licence and vehicle:** A shared work van is provided for delivery of projects. Your own transport for other travel is requested which will be reimbursed at HMRC rates.

**Hours of work:** The basic working week is 40 hours. Some evening or weekend work may occasionally be required for which time off in lieu can be taken. No overtime will be paid.

**Annual Leave:** Annual leave entitlement is 25 days plus public holidays.

## APPLICATION PROCESS

Please email the following to [jobs@southeastriverstrust.org](mailto:jobs@southeastriverstrust.org):

- a CV (two pages max.),
- a covering letter (two pages max.) focussing on your relevant knowledge, experience and skills against the job specification, as well as what you may bring to the role and to SERT,
- your salary expectation, and
- when you would be able to start if offered the position.

The deadline for applications is **Monday 28<sup>th</sup> September 5pm**, with interviews taking place on **Wednesday 7<sup>th</sup> and Thursday 8<sup>th</sup> October 2020**. These first interviews will be on Zoom and will require no travel. Please get in touch if you are unable to make this date.

## 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.

