



Applicant Pack

Volunteer and Community Involvement Officer (Essex)

March 2025



www.essexsuffolkriverstrust.org/recruitment

About Essex and Suffolk Rivers Trust

The Organisation

Essex and Suffolk Rivers Trust (ESRT) is an environmental charity set up in 2013 dedicated to improving and protecting rivers in Essex and Suffolk, making them a better place for people and wildlife.

We are one of 65 member Rivers Trusts across Britain, Northern Ireland, and Ireland that sit under the umbrella of the national [Rivers Trust](#) - although legally we are an independent organisation. We are the only group of environmental charities in the UK and Ireland dedicated to protecting and improving river environments for the benefit of people and wildlife.

Our Vision

Rivers are the veins that feed our farmland and wildlife habitats and provide water for domestic and industrial use. They are hugely important for wildlife and people and yet many are in a poor state due to pollution, over-abstraction, modification, habitat loss and management neglect.

Essex and Suffolk Rivers Trust wants to do something about this and over the next 20 years we will work with partners, landowners, farmers, and local communities to bring about significant improvements. Following a catchment-based approach we want to see:

- Water quality improved and more places for safe bathing,
- Improvements to habitats and connectivity with Nature Recovery Networks,
- Natural flood management as the norm not the exception,
- Water resources able to meet human needs without compromise to wildlife,
- Innovative adaptation and mitigation approaches to tackling impacts from climate change,
- Nature at the heart of people's engagement with the environment, reducing waste, improving water quality and increasing biodiversity.

Our Mission

'To protect, promote, and enhance our freshwater and estuarine ecosystems for both people and wildlife'.

We will work in partnership to develop and implement a programme of practical projects focusing on conservation, restoration and enhancement of rivers and riparian habitats in Essex, Suffolk, and the wider region.

We will take a strategic, influential, catchment-based approach, working with others, to embrace the river environment and the opportunities and challenges presented by surrounding land and its management.

We will also seek to influence national and regional policies to bring about positive environmental gains and benefits within an increasingly challenging spectrum of demands on water resources, rivers, and aquatic environments.

Working for Essex and Suffolk Rivers Trust

Join the Essex and Suffolk Rivers Trust, where passion meets purpose in the heart of environmental stewardship! As a dedicated member of our dynamic team, you'll play a pivotal role in safeguarding the waterways of Essex and Suffolk, contributing to the conservation and enhancement of our region's natural treasures.

Essex and Suffolk Rivers Trust is a small but ambitious environmental charity dedicated to the protection and enhancement of rivers and estuaries in Essex and Suffolk. Essex and Suffolk are rich in their diversity of history, culture, landscape, wildlife, people, communities, agriculture, industry, and the places we call home.

Our ecosystems of rivers and wetlands have always played a crucial role as the veins that bring life and wellbeing to us all. Today, they are under critical pressure from human demands, pollution, and climate change yet our future depends on them. Our Vision is for healthy and resilient land and water environments we can all be proud of.

Why Choose Us?

- **Meaningful Impact:** At the Essex and Suffolk Rivers Trust, every day brings the opportunity to make a real difference. Your work will directly contribute to the preservation and restoration of our local rivers and ecosystems, fostering a sense of pride and purpose in your professional journey.
- **Collaborative Environment:** Work alongside passionate and skilled individuals who share a common goal of environmental conservation. Our inclusive culture values diverse perspectives, ensuring a stimulating and supportive workplace where everyone's voice is heard.
- **Innovation and Creativity:** We encourage and welcome innovative solutions. Your ideas matter, and we believe in empowering our team members to bring creativity to the table. Together, we can pioneer new approaches to address the evolving challenges facing our rivers.
- **Professional Growth:** We are committed to the development of our team members. Whether you're looking to enhance your current skill set or explore new areas of expertise, we provide opportunities for professional growth and advancement.
- **Work-Life Balance:** We understand the importance of a healthy work-life balance. Our flexible work arrangements and supportive policies allow you to excel in your role while maintaining a fulfilling personal life.

About This Role

The Volunteer and Community Involvement Officer role is an exciting opportunity to join our proactive and expanding team focused on action on the ground and influencing for change. We use our expertise, experience, connections, and commitment to work in partnership with many stakeholder organisations and groups to make a real difference in helping to solve the complex problems of river restoration and water

management. We believe that working with, not against, nature is the key to sustainability, and we have a proven track record of delivering pioneering nature-based solutions. We draw strength and support as part of a nationwide movement of Rivers Trusts.

The Volunteer and Community Involvement Officer role will be focused on managing communications, delivering events and providing a safe and enjoyable experience for volunteers. The primary focus of the role will be to deliver events for volunteers, supporting the [Essex Rivers Hub](#) catchment partnership initiative, the [Essex RiverWatch](#), ESRTs [corporate volunteering programme](#), action in the [Crouch and Roach catchment](#) and promoting Anglian Waters Clean-up the Roach initiative.

The Process

If you're ready to be part of a dynamic team making a lasting impact on our local environment, we invite you to submit your CV and a personal statement detailing your interest in and suitability for the position. The statement must be a maximum of two A4 pages, please send this with your CV to info@essexsuffolkrivertrust.org.

The closing date for this role is 12:00 (midnight) on **Sunday 9th March 2025**.

Interviews are likely to be held in the week commencing 17th March via MS Teams. Successful candidates will then be offered an in person interview the following week, location to be determined.

If you have any questions about the Volunteer and Community Involvement Officer role, please contact info@essexsuffolkrivertrust.org.

Equality, Diversity, and Inclusion

Essex and Suffolk Rivers Trust is an equal opportunity employer. We encourage applications from candidates of all backgrounds and experiences. 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.

Job Description

Post title: *Volunteer and Community Involvement Officer*

Function: *To plan, prepare and lead delivery of volunteering, initially corporate volunteering and citizen science volunteering in Essex.*

Reporting to: *Bluespaces Delivery Manager*

Responsible for: *Volunteers, corporate volunteer partners.*

Employment Terms

Term: 24-month initial term (with potential to extend subject to funding). Start date on the w/c 19th May, with flexibility.

Hours: Full time (37.5 hours per week). Part time hours considered.

Salary: £28,466 p.a. Grade 3, Band 1.

Pension: NEST pension scheme

Holidays: 25 days plus statutory holidays

Place of work: Hybrid home and office working with travel throughout Essex.

Working Relationships

Internal: ESRT Director, Bluespaces Delivery Manager, Project Support Officer and the Operations Support Officer

External: A wide range of corporate partners, and landowners, including Combined Essex Catchment Partnership members, the Rivers Trust network, Environment Agency, Water Companies, Local Authorities, Natural England, AONBs, project funders, farmers and landowners, other NGOs and local interest groups and communities.

Purpose of Post

Book, plan, prepare and lead high quality volunteering events and activities in Essex, ensuring participants have an enjoyable and safe experience.

Working with the Bluespaces Delivery Manager, the Project Support Officer and other ESRT staff to deliver effective engagement and communications with volunteers, corporate volunteers and citizen scientists.

Main Responsibilities

Volunteer Management

1. Manage volunteer engagement and events at the Essex and Suffolk Rivers trust, largely focusing on engagement, quarterly newsletters, celebration events, water quality training for our citizen scientists in the Essex RiverWatch initiative and promoting Anglian Waters Clean-up the Roach initiative.
2. Book, plan, prepare for and lead events to keep current citizen scientists engaged and abreast of the impact their data collection has on rivers (e.g. webinars, celebration events).
3. Work with partners to recruit new citizen scientists and build this catchment wide programme, with scope to expand the programme into Suffolk.
4. Engage local communities in our projects and work, including supporting ESRT staff to facilitate community co-creation of projects.
5. Book, plan, prepare and lead high quality corporate volunteering events and activities ensuring participants have an enjoyable and safe experience and learn about the river environment. This includes scheduling the activity, conducting pre-event visits and risk assessments, preparing equipment, loading and unloading equipment, event set-up and break-down, cleaning, sorting and maintaining equipment post-event.

6. Build relationships with corporate clients and carryout outreach for potential clients, including generating communications that promote corporate volunteering, highlighting stories, successes and photos from events to share.
7. Find new activities and locations for corporate volunteering events and maintain good communication with relevant event site contacts to ensure ongoing access to site and any necessary equipment for corporate volunteering activities. This may include liaising with river landowners and stakeholders on permissions and waste clearance.
8. Record and monitor engagement and the impact of these events, striving to improve our reach and impact and sharing media back to the client after their event.
9. Develop our Corporate Volunteering strategy to ensure role legacy.

General Duties

1. Uphold the values and ethos of ESRT and represent the organisation as and when required in a range of settings.
2. Manage individual workload and make day to day decisions as to where best to allocate your time, to satisfy the requirements of your work programme.
3. Ensure that ESRT policies and procedures, including Health and Safety, are always understood, and adhered to.
4. Working with other staff, assist with the general marketing and promotion of ESRT and its work.
5. You may be required to carry out other duties and tasks as required from time to time for the efficient operation of the Trust.

The candidate must hold a full driving licence.

Person Specification

Criteria	Essential	Desirable
Education and Training		
Relevant qualifications at degree level, for example in Physical Geography, River Management and Restoration, Environmental Science.		✓
Experience		
Experience using IT software including email, MS Word, PowerPoint, Excel and MS Teams.	✓	
Experience managing contracts and contractors.		✓
Experience in preparing and using health and safety protocols, such as risk assessments & method statements	✓	
Experience in event planning, management, and delivery.	✓	
Knowledge		
A sound working knowledge of environmental challenges.		✓
Understanding of climate change issues affecting land and water management		✓
Skills and Abilities		
Demonstratable leadership skills to lead, inspire, motivate and manage volunteer groups from the corporate sector and engage citizen scientists.	✓	
Ability to manage workload effectively and prioritise tasks to demanding timelines.	✓	
Ability to communicate effectively, with integrity and diplomacy, both verbally and in writing, to a wide range of stakeholders.	✓	
Ability to work well on your own initiative with high levels of self-motivation and enthusiasm	✓	
Ability to physically deliver volunteering events and water quality training including loading/unloading vans, set-up, break-down and leading by example.	✓	
Personal		
Ability to travel regularly and to sites	✓	
A full UK driving license, with access to a personal vehicle insured for business purposes.	✓	
Confidence in partnership working, e.g., with businesses, statutory bodies and voluntary organisations	✓	