

Cotswolds Rivers Trust - Project Officer Job Specification

Location: Homebased, Cotswolds region

Salary: £30,000-£34,000 (DOE)

Contract Type: Full-Time, 37.5 hours/week

Application Deadline: 29th August 2025

About Us:

The Cotswolds Rivers Trust is a registered charity, dedicated to the protection and restoration of the rivers and waterways. We aim to conserve and enhance the natural environments of our local rivers, promote biodiversity, and ensure clean, healthy waterways for future generations through habitat restoration, pollution reduction, community engagement, and scientific research.

The Role:

The Project Officer will play a crucial role in planning, coordinating, and executing a diverse range of conservation and outreach projects. This role requires a dynamic and motivated individual with a passion for environmental protection and the ability to collaborate effectively with a wide range of stakeholders.

Key Responsibilities:

- Plan, implement, and manage conservation and outreach projects, aligning with the CRT five-year strategy, ensuring they are completed on time, within scope and budget.
- Build and maintain strong relationships with landowners, local communities, government agencies, and partner organisations to facilitate project success.
- Conduct site assessments, organise field activities, and oversee contractors and volunteers involved in project delivery.
- Develop and deliver educational programs and materials to engage the community in conservation efforts and raise awareness about the importance of healthy waterways.
- Actively contribute to the CRT's external communications (press releases, website, social media, local talks and presentations).
- Provide assistance on consenting processes, project monitoring, procurement, funding opportunities and reporting functions.

Essential Knowledge, Experience and Skills:

- Degree in relevant subject or equivalent experience in relevant field.
- Minimum of 2-3 years of experience within the environmental or conservation sector with a working understanding of nature-based solution and their application.
- Proven organisational and project management skills.
- A strong understanding of river ecosystems, agriculture, conservation practices, and sustainable land management.
- Effective interpersonal and communication skills, both written and verbal.
- Willingness to work occasional evenings and weekends, with time off in lieu.
- Ability to work independently.
- Proficiency in using GIS and other relevant software tools.
- A valid driver's license.

Desirable Qualifications and Skills:

- Knowledge of the Water Framework Directive.
- Experience working with volunteers and community groups.
- Familiarity with the Cotswolds region and its environmental challenges.

- Certification in project management.

What We Offer:

- A supportive and collaborative work environment.
- Opportunities to shape your role as the Trust grows, with support for training and CPD in river restoration, project management and communications.
- The chance to make a tangible impact on the environment and local communities.
- Flexible working arrangements.

How to Apply:

Interested candidates should submit a CV and a cover letter detailing their relevant experience and why they are interested in the position to jack.knott@cotswoldsrivetrust.org by 29th August 2025.