

Operations Manager

Organisation:	Bristol Avon Rivers Trust (BART)
Salary:	TBC - Dependant on experience
Location:	Bristol Avon catchment
Hours:	Full Time, 40 hours per week. Flexibility required (some evening & weekend work)
Position type:	Paid
Contract:	Full time
Closing date:	Applications by end of Monday 31st May 2021
Website:	www.bristolavonriverstrust.org
Contact name:	Simon Hunter
Contact email:	simon@bristolavonriverstrust.org

Bristol Avon Rivers Trust's (the Trust) has grown its pipeline of projects significantly over the last year and as such the Trust needs to expand its team. The Trust is looking for an experienced, dedicated and enthusiastic individual with a good knowledge of rivers and a passion for the environment to help take the Trust to the next level. The position will suit a good communicator who can work well as part of a team and inspire and motivate others (staff, volunteers and partners). A good scientific background and experience in managing environmental projects, and staff, to deliver successful outcomes is necessary, and a history of successful fundraising through a variety of funding streams and the ability to communicate your passion for the environment will be a distinct advantage.

The successful post holder will join a small but very ambitious team to deliver a wide array of multi-benefit projects.

The Operations Manager (OM) will oversee a wide range of projects designed to improve the health of our rivers for the benefit of nature and people throughout the Bristol Avon catchment area. You will work collaboratively with Trust staff and partners as they identify projects to be developed to address priority issues. You will also work closely with the Trust staff and contractors to ensure smooth delivery on the ground. You will bring with you a high level of knowledge, experience and technical expertise to oversee projects from conception through to completion.

You will develop, maintain, and strengthen relationships with a range of partners (e.g. government agencies, local communities, businesses, land managers and water companies) and promote the work of the Trust. You will support the Chief Executive Officer in developing funding streams, ensuring funding compliance including reporting to funders and partners.

The work will be diverse and also include tasks such as carrying out catchment field surveys (ecological, water quality, fisheries, Natural Flood Management), project development as well as managing delivery of river habitat restoration and Natural Flood Management schemes.

Key Responsibilities:

- Actively promote the Vision, Mission and work of the Trust.
- Understand the projects that the Trust is delivering and how they fit into the Trust's strategy.

- Manage the development and delivery of physical river and riparian improvement projects, through the use of a project management system, supported by the Trust staff, conservation professionals, volunteers and contractors to ensure that projects are delivered on time and to budget. This will include cost and schedule control, health & safety, risk management, project changes, contract and contractor management, permitting and consents, record keeping, legal compliance and best practice.
- Support the Project Managers to ensure that all projects are appropriately monitored and controlled throughout their delivery and that relevant management information is provided to the management team.
- Ensure that projects are adequately resourced and that team member workloads are carefully managed, matching capability and capacity to project needs to ensure effective and efficient project delivery.
- Design new projects, working with multiple funding streams, to enhance rivers and their catchments in a manner which is scientifically sound and involves community engagement.
- Be a leader in health and safety and CDM management within the Trust.
- Work with the CEO to develop opportunities and projects in line with the Trust's strategy.
- Identify funding opportunities and prepare funding applications for new projects.
- Support the CEO with the Trust's financial records, budgeting, and fundraising.
- Develop, maintain, and strengthen good relations with partners, stakeholders, and potential donors across the Bristol Avon catchment.
- Contribute and assist in the production of publicity and marketing materials. Produce engaging and informative communications promoting the work of the Trust (e.g. press releases, technical articles, media interviews etc.).

Candidate Profile:

Essential

- A passion for nature conservation and an awareness of the environmental issues facing our rivers.
- Experience in delivering strategic projects in the environmental/water sector (for example hydrology, engineering, fisheries science, or geomorphology).
- Excellent project management skills, demonstrated through having managed multiple projects, from concept through to final delivery. Projects should have been delivered within a Project Management Process framework.
- A confident and clear communicator working with a variety of stakeholders and groups.
- Self-motivated, enthusiastic and decisive with an ability to follow your own initiative.
- Effective collaborator able to be a proactive and supportive member of the team.
- Confidence to engage and build relationships across organisations with differing objectives and priorities.
- Full UK driving license and access to vehicle with full business insurance cover.

Desirable

- Knowledge of the Bristol Avon Catchment.



- Environmental surveying experience (habitat surveys, water quality, land management etc.).
- Experience of working for a small organisation and the public or voluntary sectors.
- Working knowledge of GIS data systems such as ArcGIS.
- Experience in overseeing environmental improvement projects, in particular River Restoration and / or Natural Flood Management.
- Proven track record of securing new business.
- Experience in the management and coordination of volunteers.
- Association of a relevant Professional Body and/or Educating Organisation demonstrating continuous professional improvement.

General Notes

- The position will be working from home with travel around the Bristol Avon Catchment.
- This position will from time to time require work during evenings, weekends and public holidays to meet the needs of the post.
- You will need to be physically fit as the position will require occasional full day walkover surveys and implementation of river restoration in all weather conditions.
- We expect you to carry out your job responsibilities in an environmentally aware manner, ensuring as little damage to the environment as possible. Our aim is to ensure all resources are utilised effectively and efficiently. You will be expected to apply 'sound value for money' principles and follow procurement guidelines in undertaking purchasing or supply of goods and services.

Interested parties should submit a CV and a one page covering letter explaining why you would perform well in this role and what you could bring to BART. These should be sent to: simon@bristolavonriverstrust.org

Interviews for this post will take place during June 2021 (date TBC).

Please note, due to limited resources you will only be contacted should you be successful in gaining an interview. We would like to thank you for your interest in this position.

Thank you for your interest in applying for a role with the Bristol Avon Rivers Trust.