



Programme and Projects Manager

Salary: £40k per annum (dependent on experience) plus a 3% pension contribution.

Location: Office-first hybrid work model.

Based in our Bradford office but with the flexibility to work a couple of days a week to work remotely.

Full-time: (although applicants wishing for 0.8FTE would be considered).



Twenty-five days annual leave plus statutory allowance.

Scope and remit

We are seeking a Programme and Projects Manager to join our fantastic team. At the Aire Rivers Trust, we're the only environmental charity dedicated to looking after the Aire and its tributaries. We work to improve our rivers through habitat enhancement, reducing pollution, and improving access and education. We aim to punch above our weight with exciting new projects across the catchment, from the stunning Malham Cove to the hidden Bradford Beck.

Our most important asset is our people: we want to recruit the best. You will join a friendly and committed team of experts passionate about improving the River Aire and the streams that feed it.

About the role

Working with the Trust Manager, you will help create a sensible balance between the achievable and the ideal. You will be the first port of call for the Trust's talented and dedicated staff, supporting them to deliver a range of projects within budget and on time.

You will be responsible for planning, progressing, and auditing the trust's work programme, coordinating others' skills, and balancing the Trust's varied workload.

What you bring to the Trust

We seek an organized, thorough, calm individual who can keep abreast of all work streams and keep tasks and budgets on track. Your strong financial and leadership skills will support our environmental experts in improving the environmental quality, flood risk, and quality of life along our river.

We're looking for:

- Demonstrable track record of managing a concurrent mix of projects to achieve overlapping and discrete aims.
- Strong financial management skills and the ability to manage multiple budgets to achieve maximum value.
- Ability to communicate effectively with integrity, tact and diplomacy.
- Experience with a collaborative approach to working and leading colleagues.
- Strong track record of problem-solving between conflicting priorities.

Experience working for a small charity is desirable. As is some interest and experience in the environmental sector.

Travel across the Aire Catchment in Bradford, Craven and Leeds for events, meetings, and remote site visits may be required to support project delivery in this role, so a driver's license and access to your own vehicle are essential. The role may require working outdoors, often in locations with difficult access and sometimes in poor weather conditions.

More information on the Aire Rivers Trust team and work is available on our website. <https://www.aireriverstrust.org.uk>

Please contact the Aire River Trust's Trust Manager, Simon Watts, on 07578 708025 or simon.watts@aireriverstrust.org.uk for further information and /or an informal discussion about the role and your needs.

Applications

To apply, please submit a CV and cover letter to Simon Watts demonstrating how you can fulfil the person specification below. **Emails should be sent to contact@aireriverstrust.org.uk marked "FAO: Simon Watts Programme and Projects Manager application."**

Please indicate clearly if you wish to be considered for 0.8 FTE. All applications will be considered on their merit, regardless of this.

The Aire Rivers Trust works across a large, diverse catchment and is committed to being an inclusive organisation. If you need support with your application, please contact us.

We ask all applicants to please complete a copy of our equality and diversity survey at <https://aireriverstrust.org.uk/equal-ops/>

Applicants must have the right to work in the UK and will be asked to demonstrate this at the interview.

The application deadline is midday Monday, 20 May.

Interviews will be in person at the Aire Rivers Trust offices; they will last approximately 1 hour and include a problem-solving exercise, with a brief Q&A on the operational management. There will also be an opportunity to ask questions of the Trust.

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Person specification

KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED

- Educated to degree level qualification or equivalent.
- Project management, report writing and budget management experience.
- Strong financial management skills and experience in managing multiple budgets.
- Proven track record of successfully managing and leading teams.
- Highly computer literate.
- Awareness of financial management in the charitable sector.
- Previous experience working for a small charity is desirable, as is some interest in and experience in the environmental sector.
- Full UK Driving Licence and use of a vehicle.

KEY PERSONAL CHARACTERISTICS

- Ability to deal with ambiguity, use judgement in challenging circumstances, think laterally and be creative.
- Ability to work to deadlines and prioritise a diverse workload effectively under pressure.
- Positive team player—goes the extra mile. Experience in collaborative working with the ability to initiate, develop, and sustain positive and productive working relationships with a wide range of people.
- The ability to self-motivate and prioritise within a complex workload.
- Enthusiasm for working with stakeholders and partners.
- Strong leadership skills, working alongside others with positivity and respect.
- Exhibits self-belief and confidence.
- Ability to make complex decisions promptly.
- Exhibits a sense of ethical and operational responsibility.
- Excellent delegation skills.



Outline job description for the Programme and Projects Manager

Reports to: Trust Manager

Location: Based in our Bradford office, but with the flexibility to work remotely a couple of days a week. Able to travel for occasional site visits and meetings across West and North Yorkshire.

JOB PURPOSE

1. Working with the Trust Manager, you will help create a sensible balance between the achievable and the ideal. You will oversee the projects delivered by the Trust's talented and dedicated staff, supporting them in managing budgets and ensuring they clearly understand what they need to achieve.
2. You will be responsible for planning and progressing the trust's work programme, coordinating others' skills, and balancing the Trust's varied workload.

KEY ROLES

Programme Management

1. Work with the Trust Manager to implement the Trust's strategy for improving the Aire and its tributaries.
2. Proactively develop and build relationships with organisations and individuals outside the Trust who are essential for furthering our aims.
3. Programme management of the Trust—ensuring that staff, contractors, systems, and processes are in place to run the organisation and its work programmes effectively, in accordance with its current aims, charity law, and any relevant best practice guidance.
4. Plan and audit project budgets.
5. Support project officers in managing their budgets and working with them and the General manager to resolve project budget issues and return them to track.
6. Together with the General Manager, ensure the Trust is managed according to its annual budget.
7. Support project officers in planning and effectively delivering their projects by identifying key targets and actions.
8. Assist in regularly reporting the Aire Rivers Trust activities to the Board and ensure that any issues of consequence are brought to the Trust Manager's attention.
9. Together with the Trust Manager, identify, record, and manage the trust's operational and project risks.

Management and leadership

1. Lead and inspire The Aire Rivers Trust team to deliver ambitious, high-quality work and fulfil their professional potential and development. This currently includes nine delivery staff.
 2. In conjunction with the Trust Manager, lead the development of a culture within the trust that delivers clarity of roles within the staff team whilst encouraging flexibility.
 3. In conjunction with the Trust Manager and staff team, identify staff training or strategic development needs and develop strategies to address these.
 4. Ensure compliance with all group systems, guidelines & policies.
 5. Ensure compliance with employment law and carefully and consistently consider risk and risk mitigation.
 6. Take reasonable care of all employees' health, safety, and welfare through legislation and the company's health and safety policies.
 7. In addition to the elements in this job description, this role also includes other duties that the Trustees may reasonably require occasionally.
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