



Programme Manager

Salary: £44,000 per annum

Contract: Full-time, permanent

Location: Hybrid working between our office in Greengates, the Aire catchment and home

Reports to: Chief Executive

Line Management: 2 Project Managers

Be part of a transformational landscape scale project to create wetlands along the Aire valley. We need an experienced project manager to take our wetland creation project forward, as well as providing support for governance and processes across our work.

About the Aire Rivers Trust

We are the only charity dedicated to improving the health and resilience of the River Aire and its catchment. We work with communities, landowners, local authorities, and partners to restore habitats, enhance biodiversity, and create a sustainable river environment for both people and wildlife.

Our work includes river restoration, community engagement and climate adaptation projects across the Aire catchment. We are now embarking on an ambitious **Wetland Creation Programme** delivering for biodiversity, climate resilience and people across the catchment.

Purpose of the Role

The Programme Manager will lead the planning and delivery of the Aire Rivers Trust's **Wetland Creation Programme**, overseeing the successful development, planning and implementation of multiple projects to create and restore wetland habitats across the catchment.

The postholder will:

- Provide strategic leadership and coordination across a portfolio of wetland projects.
- Lead the partnership between us and the Yorkshire Wildlife Trust.
- Line manage and support two Project Managers.
- Maintain oversight of project management processes, ensuring high standards of delivery, reporting, and stakeholder engagement.
- Contribute to the strategic development of our wider environmental and catchment management work.

Key Responsibilities

Programme Leadership

- Lead the design, coordination, and delivery of the Wetland Creation Programme, ensuring it meets ecological, social, and financial objectives.
- Develop and maintain a detailed programme plan, identifying dependencies, risks, and opportunities.
- Work with colleagues to align activities with our strategic plan and funding commitments.
- Act as the main point of contact for programme-level partners, funders, and regulatory bodies.

People and Project Management

- Line manage two Project Managers, providing mentoring, support, and performance management.
- Promote best practice in project delivery, risk management, and reporting.
- Foster a collaborative and inclusive team culture.
- Support professional development and continuous improvement across the team.

Governance, Monitoring, and Reporting

- Establish consistent project management standards, tools, and templates across all projects.
- Oversee programme budgets and ensure financial accountability.
- Report progress, risks, and outcomes.
- Ensure that monitoring and evaluation frameworks capture environmental impact and value for money.

Stakeholder and Partnership Management

- Build and maintain strong partnerships with local authorities, landowners, statutory agencies, and community groups.
- Represent us in steering groups, partnership boards, and public forums.
- Promote the Wetland Creation Programme through communications and engagement activities.

Strategic Development

- Identify opportunities for new funding.
- Contribute to the development of our long-term strategy.
- Support the integration of wetland creation with wider natural capital, biodiversity, and climate objectives.

Person Specification

Essential

- Relevant degree or equivalent experience in environmental management, ecology, or related discipline.
- Proven experience managing complex environmental or conservation programmes or projects.
- Strong understanding of habitat creation, wetland ecology, or river catchment management.
- Demonstrated ability to manage teams and develop staff capability.
- Excellent project management skills, including budgeting, reporting, and risk management.
- Proven experience of obtaining grant funding.
- Experience managing externally funded (e.g. Defra, Environment Agency, National Lottery Heritage Fund) projects.
- Experience working with multiple stakeholders and partners.
- Excellent communication, influencing, and relationship-building skills.
- Strong organisational and analytical abilities.
- Commitment to the mission and values of the Rivers Trust movement.

Desirable

- Project Management Qualification
- Knowledge of natural flood management, ecosystem services, or nature-based solutions.
- Familiarity with GIS, monitoring systems, or environmental data analysis.
- Knowledge of green finance

Benefits

- 25 days annual leave plus public holidays.
- Flexible and hybrid working arrangements.
- Pension contribution scheme.
- Employee Assistance Programme.
- Professional development and training opportunities.
- Opportunity to play a leading role in landscape-scale environmental restoration.

Personal Attributes

- Proactive and solution-focused.
- Strong leadership and interpersonal skills.
- Ability to manage competing priorities and own time accordingly.
- Excellent problem-solving ability.
- Collaborative approach, working effectively with a wide range of stakeholders

Working for us

- **Hours:** 37 hours a week, with occasional evening or weekend work required for events or community engagement activities. We do not pay overtime and so any out of hours working will be compensated by Time off in Lieu.
- **Travel:** Some travel within the Aire catchment area for meetings and stakeholder engagement. You will need your own car and a full driving licence.
- **Location:** The role will be based at our offices in Greengates, Bradford
- **Benefits**
 - 25 days annual leave, plus bank holidays with increases linked to length of service
 - Nest Pension Scheme
 - Hybrid working
 - At the discretion of the Trustees an enhanced sick pay offer:
 - After probationary period 20 days full pay and 20 days half pay
 - After first year of service, 40 days full pay and 40 days half pay

About us

The Aire Rivers Trust is a small charity of dedicated and friendly people who want to improve our River Aire and its catchment. We are part of [a national network of Rivers Trusts](#), each of which works to improve their river for people, wildlife and the environment. We believe in connecting people, places and nature.

Our vision for the River Aire is that it will be a thriving river valued for its environmental, social and economic benefits, and which is actively appreciated by the community for its diverse ecology and contribution to flood risk management.



The work we do is both special and very varied. A typical week can include anything from building fish passes to supporting local volunteers, clearing litter from the riverbanks or working with schools to educate future generations about the importance of looking after their river.