

## Partnership Officer – Thames Rivers Trust

Thames Rivers Trust (TRT) is part of The Rivers Trust movement, we are the Hub Trust for the Thames catchment. TRT is a registered charity focussed on the promotion and delivery of an ecosystem-based approach to improving the Thames and its tributaries.

We are committed to developing a collaborative, partnership approach that maximises the benefits of public, private and third sector organisations working together with communities to deliver integrated outcomes.

We are recruiting a part time Partnership Officer to build and strengthen collaborative relationships and partnerships that enable Thames Rivers Trust (TRT) to effectively fulfill our mission and vision. The successful candidate will identify and nurture multiple stakeholder relationships, focusing primarily on building capacity within the Thames catchment to undertake sustainable improvements to the river. In addition, they will seek opportunities to fund such projects, assist with program development and communications.

### Key duties

The role requires a good understanding of TRT's partnership needs, and driving opportunities based on guidance from the TRT Management Committee (MC).

The successful candidate will work with the MC to lead the development and implementation of the partnership strategy including:

- Assisting TRT with ongoing partnership initiatives
- Developing a potential partners and funders landscape
- Generating leads and opening conversations with key contacts and stakeholders
- Representing TRT in meetings and events
- Creating the proposals and presentations to enable partnership opportunities
- Following up on conversations and process
- Contributing to publicity and comms
- Reporting to the Chairman

### What are we looking for?

The ideal candidate will:

- Have a strong desire to improve rivers and the environment
- Hold a relevant degree or have significant experience in a relevant area. e.g., Freshwater management, aquatic science, geography, environmental science

- Have an understanding of river ecosystems, how they function and the issues they face
- Have proven experience working successfully in partnership with a range of organisations and people to achieve common goals
- Be able to inspire and motivate
- Be personable, diplomatic and questioning
- Have experience organising and delivering successful events
- A proven ability to organise and manage responsibilities within strict deadlines, with limited supervision
- Be able to demonstrate strategic and innovative thinking
- Have experience of collating data, summarising and communicating it well for external audiences
- Possess excellent communication and negotiation skills, both verbal and written
- Be adaptable and be able to work independently and as part of a team
- Have strong IT skills (email, Excel, Office, PowerPoint)
- Have a working knowledge of social media
- Effectively manage a varied workload
- A full driving licence and access to a vehicle insured for business use

#### **Desirable**

- A working knowledge of GIS
- Proven track record of successful fundraising would be an advantage

## **What We Offer**

This is a 1-year fixed term self-employed contract with flexible part-time hours. We offer competitive rates of pay, £32,000 - £36,000 pro-rata dependent on experience. The contract is subject to a 3-month probationary period. Agreed expenses will be covered.

The successful candidate will report to the Chairman on a day-to-day basis and will be required to work remotely, but with regular travel within the Thames catchment to attend meetings and events in person (with some contacts via Zoom).

## **Application**

The deadline for applications is Sunday 5<sup>th</sup> December 2021. Interviews will be held the week commencing Monday 13<sup>th</sup> December 2021.

Please apply with your CV and a covering letter to Thames Rivers Trust, PO Box 4248, Marlborough, SN8 9FH or email [info@thamesriverstrust.org.uk](mailto:info@thamesriverstrust.org.uk)