



TCCEP Activity Plan and Engagement Manager Job Description

Employment Terms

- **Role Title:** Activity Plan and Engagement Manager
- **Hosting Organisation:** Thames Rivers Trust (TRT)
- **Responsible To:** Development Phase Programme Manager
- **FTE:** 1.0 (full-time)
- **Contract Type:** Fixed-term
- **Start Date:** As soon as possible
- **End Date:** 31st May 2027
- **Salary:** £38,000–£40,000 per annum (depending on experience)
- **Extension:** Potential for extension subject to securing further funding
- **Location:** Hybrid – home-based with travel across the Thames Basin
- **Hours of Work:** 37.5 hours per week (flexible working considered)
- **Annual Leave:** 25 days per year plus public holidays
- **Probation Period:** 3 months
- **Pension:** TRT operates a contributory pension scheme

Hosting Organisation Overview

Thames Rivers Trust (TRT) is a catchment-based environmental charity dedicated to improving river health and resilience across the Thames Basin. TRT works collaboratively with delivery partners, statutory agencies, and funders to deliver nature-based solutions, support environmental data infrastructure, and increase community access to rivers and blue spaces.

About the Project

The Thames Catchment Community Eels Project (TCCEP) is a multi-partner, catchment-scale initiative supporting the recovery of the critically endangered European eel. The project brings together a strong consortium of environmental and community-focused organisations working across the Thames Basin, including:

- Zoological Society of London (ZSL)
- South East Rivers Trust (SERT)
- Action for the River Kennet (ARK)
- Herts and Middlesex Wildlife Trust (HMWT)
- Thames Estuary Partnership (TEP)





- Thames21 (T21)
- Thames Rivers Trust (TRT) as host organisation
- Additional specialist delivery and technical partners

Together, partners are designing a high-quality Delivery Phase programme (2027–2030), funded by the National Lottery Heritage Fund (NLHF).

Why this role matters

The Activity Plan is one of the most influential components of the NLHF Delivery Phase application. It will shape how thousands of people engage with rivers, wildlife and conservation across the Thames Basin.

you will:

- Shape the vision for community, volunteer and school engagement across a major catchment-wide programme
- Lead the development of a high-quality, fundable Activity Plan
- Lead development of the Volunteer Engagement Plan and work with appointed consultants to integrate Interpretation and Evaluation Plan outputs into the Activity Plan
- Coordinate contributions from partners, consultants and workstreams
- Influence how the project delivers long-term benefits for people and nature

This is a rare opportunity to lead engagement strategy for a flagship environmental partnership.

Role Purpose

To lead the development of the TCCEP Activity Plan and provide strategic coordination across the Engagement and Education Workstreams. You will bring together partner expertise, consultation insights and consultant outputs to create a coherent, inclusive and deliverable plan that meets NLHF requirements.

You will not deliver all activities yourself; your role is to shape, coordinate, integrate and lead.

Key Responsibilities

1. Activity Plan Development and Coordination (Primary Responsibility)

- Lead development of the Activity Plan, including the Action Plan
- Lead development of the Volunteer Engagement Plan and coordinate integration of consultant-led outputs
- Ensure all components are aligned, integrated and NLHF-compliant
- Work with the Programme manager and partners to define activities, audiences, outputs, outcomes, costs and delivery responsibilities
- Identify gaps, duplication and inconsistencies across proposals





- Ensure activities are inclusive, accessible and aligned with programme aims and EDIB principles
- Draft and coordinate the Activity Plan (draft and final)
- Ensure the plan is robust, realistic, costed and deliverable

2. Engagement and Education Workstream Leadership

- Provide strategic leadership across the Engagement and Education Workstreams
- Work closely with delivery partners, including the Thames Estuary Partnership as lead for education delivery
- Shape and refine community consultation, volunteering, participation and education activity
- Ensure alignment between community engagement and curriculum-based learning
- Coordinate stakeholder, community, school and volunteer mapping
- Support consistency in how engagement and education outputs, participation data and learning outcomes are recorded
- Coordinate workstream inputs for reporting, evaluation and Delivery Phase planning

3. Partner and Consultant Coordination

- Facilitate workstream meetings, workshops and partner discussions
- Provide clear guidance on required inputs, deadlines and formats
- Collaborate with consultants (Conservation, Evaluation, Interpretation) to ensure outputs feed into the Activity Plan
- Support coordination between Engagement, Education, MEL, PMO and Ecology/Capital Delivery workstreams

4. Programme Outputs and Reporting Coordinate

production of key outputs including:

- Activity Plan (draft and final)
- Stakeholder analysis and engagement mapping
- Communications and engagement approaches
- EDIB framework inputs
- Consultation summaries and engagement reports
- Education plans and materials (via partners)
- Ensure outputs are complete, consistent and aligned with programme requirements
- Contribute engagement and education data to Monitoring, Evaluation and Learning (MEL)
- Provide regular progress, risk and delivery updates to the Programme Manager and Steering Group



What We are Looking For

We are seeking someone who can bring together ideas, people and evidence to create a clear, compelling and fundable Activity Plan. You will be confident navigating complexity, coordinating multiple partners and synthesising diverse inputs into a coherent whole.

Essential

- Experience developing strategic plans or programmes for funders
- Experience in engagement and/or education programme development
- Experience coordinating multi-partner projects
- Strong written communication skills
- Ability to manage multiple inputs and deadlines

Desirable

- Experience of National Lottery Heritage Fund projects
- Understanding of evaluation frameworks and outcome-based design
- Knowledge of environmental, heritage or conservation sectors
- Experience of co-design or participatory approaches

Additional Requirements

- Willingness to travel across the Thames Basin
- Flexibility to work occasional evenings for workshops or stakeholder sessions
- Ability to work independently in a fast-paced, deadline-driven environment

How to Apply

Please submit:

- CV (max two pages)
- Covering letter (max one page) outlining your interest and how your experience meets the requirements

Send applications to: info@thamesriverstrust.org.uk

Deadline: 7th June 2026

Interviews: Tues 16th June 2026

For an informal discussion, contact:

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