



Catchment Coordinator - Ouse & Adur Rivers Trust (OART)

Salary: £27,280 - £30,000 (depending on experience, pro-rata from £34,100 - £37,500)

Hours: Part Time 0.8FTE (30 hrs/week) (we would consider applications for 0.6FTE for this position)

Contract: Fixed term 2-year contract (with potential to extend)

Location: Hybrid – office based in Albourne BN6 as required, with home working and regular travel across the Adur & Ouse catchments.

Are you passionate about improving the health of our rivers and the landscapes they flow through? Do you enjoy bringing people together to tackle complex challenges and turn ambition into action?

We're looking for someone who is organised, collaborative and driven—someone who wants to play a key role in shaping how water is managed, restored and protected across the catchment for the future.

About Us

The Ouse & Adur Rivers Trust (OART) is a registered charity working to protect, restore and enhance rivers, streams, estuaries and lakes across Sussex. We take an evidence based approach in working collaboratively with communities, landowners, businesses, and partners to deliver meaningful environmental improvements for both wildlife and people.

The Role

This is an exciting opportunity to play a central role in coordinating and driving catchment-scale environmental improvement across the Adur & Ouse.

As hosts of the Adur & Ouse Catchment Partnership, the Ouse & Adur Rivers Trust is looking to unlock the full potential of this diverse and expert group—broadening participation, strengthening collaboration, and increasing our collective ability to deliver meaningful change across the catchment.

The Catchment Coordinator will be key to making this happen. You will facilitate and support the Partnership, bringing together organisations, communities and stakeholders to shape a shared direction and turn ambition into action.

A core focus of the role will be to refresh and develop the Catchment Plan into a clear, practical and action-focused framework—one that reflects shared priorities and drives delivery. You will work with partners to translate this into coordinated projects, targeted working groups, and effective approaches to monitoring and engagement, ensuring the Partnership remains relevant, influential and impactful.

Key Responsibilities

Catchment Partnership Co-ordination

- Coordinate and facilitate the Adur & Ouse Catchment Partnership, including organising regular Steering Group meetings, wider partnership workshops, and engagement events
- Act as a central point of contact, maintaining strong relationships with partners across sectors
- Grow and diversify partnership membership, bringing in new organisations, expertise and perspectives
- Generating funding for Partnership activities and projects through formation of funding applications, fundraising activities and encouraging partnership member contributions
- Support the continued development of the Partnership as a trusted and influential forum for collaboration and action

Action Planning & Delivery

- Lead a refresh and ongoing development of the Catchment Plan as a clear, practical and action-focused framework
- Work with partners to identify shared priorities and translate these into coordinated actions and projects
- Ensure the Plan remains a live, relevant document with strong partner buy-in and ownership
- Support the development of a realistic and deliverable pipeline of partnership-led activity

Facilitating Collaboration & Thematic Groups

- Establish and support task-and-finish groups or thematic working groups focused on key catchment priorities
- Bring together partners, practitioners and stakeholders to share knowledge, align activity, and coordinate delivery
- Enable collaboration that builds on and complements existing work, avoiding duplication and maximising impact

Engagement & Communication

- Promote the work and value of the Catchment Partnership to partners, stakeholders and wider audiences
- Share updates, coordinate communications, and support engagement activities and events
- Help raise awareness of catchment challenges and opportunities, and the role of collaborative action

Monitoring, Reporting & Learning

- Support proportionate approaches to monitoring progress and outcomes against agreed priorities
- Coordinate reporting to funders and partners, including annual updates
- Help capture learning and demonstrate the impact of partnership working

Person Specification

Essential

- Experience of bringing people together and working collaboratively with a range of stakeholders (e.g. partnerships, networks, community groups or multi-agency work)
- Ability to facilitate discussions and build consensus, turning ideas into agreed actions
- Strong organisational skills, with the ability to coordinate multiple strands of work and maintain momentum
- Excellent written and verbal communication skills, including the ability to adapt messaging for different audiences
- Experience of supporting or coordinating projects, programmes or group initiatives
- Ability to work proactively and independently, while contributing effectively as part of a team
- A passion for rivers, wetlands, water and the wider catchment, with a strong desire to improve how they are managed and valued

Desirable

- Understanding of catchment-based approaches or environmental partnership working
- Experience of developing plans, frameworks or collaborative strategies
- Experience of facilitating workshops, meetings or stakeholder engagement activities
- Awareness of the key organisations, sectors or challenges influencing water and land management
- Experience of supporting funding bids, reporting, or partnership-led projects
- Experience working in the environmental or charitable sector

Other Requirements

- Full UK driving licence and access to a vehicle
- Willingness to travel across the catchment
- Ability to occasionally work evenings or weekends
- Suitable home working environment

Teamworking

- Act as a positive and responsible member of the Trust team, building strong and collaborative working relationships with colleagues and Catchment Partnership members
- Contribute to, and where appropriate lead, internal and external meetings, workshops and training sessions
- Work with Trustees and staff to help maintain an inclusive, supportive and collaborative working environment

Other Duties

This role requires a flexible approach. You may be asked to undertake other duties appropriate to the level and nature of the post.

In consultation with you, the Trust reserves the right to review and update the responsibilities of the role to reflect organisational needs and priorities.

Benefits

- You will join a small but ambitious and growing team at OART, working alongside passionate and supportive colleagues to drive meaningful environmental change across the catchment.
- 25 days holiday + Bank Holidays (pro-rata for part time positions)
- Employee Assistance Programme (counselling, specialist legal and financial support)
- Self-learning programme – all OART staff are encouraged to take 15 hours per month as self-learning time, getting out into the catchment, exploring the area, or growing areas of relevant interest outside of their day to day duties.
- Employee pension scheme (5% OART, 3% Employee)

Application Process

At the Ouse & Adur Rivers Trust we believe in equality of opportunity and positively encourage applications from suitably qualified and eligible candidates regardless of age, sex, race, disability, sexual orientation, gender reassignment, religion or belief, marital/civil partnership status, or pregnancy and maternity. We welcome requests for flexible working. All applications will be judged solely on merit.

Please email a copy of your CV and a covering letter to peter.king@oart.org.uk.

The deadline for applications is 31 May 2026 with interviews taking place during w/c 8 June 2026. Please get in touch if you are unable to make these dates. If you would like to discuss the position please email info@oart.org.uk, with your enquiry and we will arrange to call you back.

Right to Work

The current British and European Law states that Ouse & Adur Rivers Trust cannot employ a person who does not have permission to live and work in the UK. All new employees will need evidence of their right to work, including evidence of settled status, pre-settled status, or a valid visa.