Project Officer

Contract	Full time, fixed term for two years
Hours	37.5 hours per week
Salary	£31,500
Location	Hybrid working across the Adur and Ouse catchments, with home, office and site-based work
Reports to	Head of Rivers & Catchments
Pension and leave	5% employer pension contribution and 25 days annual leave plus bank holidays

About us

The Ouse and Adur Rivers Trust is a local charity working to protect, enhance, and improve the rivers, streams, estuaries, wetlands and groundwater of the Adur and Ouse catchments. We work with communities, landowners, volunteers, businesses and partner organisations to create healthier river systems for wildlife and people. We are part of the national Rivers Trust movement.

The Role

This is an entry-level Project Officer role offering broad, hands-on experience across the Trust's projects and investigations. We welcome applications from people starting or changing careers, as well as those with relevant experience. Working across our Rivers, and Data and Evidence, teams, you will help develop and deliver river restoration projects, collect and analyse data, and coordinate volunteers.

You will contribute to a varied programme of work, including river habitat enhancements, improving in-channel and landscape connectivity, wetland creation and natural flood management. You will also be involved in groundwater investigations and our expanding Citizen Science programme.

Working with experienced colleagues, landowners, contractors and partners, you will play an active part in projects from investigation and planning through to practical delivery and monitoring. You will help ensure that our work is informed by sound evidence, delivers value for funders and improves river and catchment health. Along the way, you will build skills in project coordination, river restoration, ecology, volunteer management and data analysis.

This is a two-year fixed-term contract. There may be an opportunity to extend it, subject to funding, the Trust's future workload and satisfactory performance.

Key Responsibilities

Support projects from planning to delivery

- Help project leads plan activities, attend site visits, keep project trackers up to date and gather information for reports.
- Support practical river, wetland and catchment work, including hedge and tree planting, habitat creation, installing leaky dams and other natural flood management measures.
- Work with colleagues, contractors and partners, taking on clearly defined tasks and asking for help when needed.

Work with volunteers and communities

- Help organise and lead welcoming, safe and enjoyable volunteer and citizen science activities.
- Contact volunteers, manage bookings and attendance, prepare equipment and support briefings on the day.
- Encourage and support people with different backgrounds and levels of experience to get involved
- Contribute short updates, photos and stories for newsletters, social media and project communications.

Collect and look after evidence

- Support field surveys and monitoring, which may include water quality sampling, habitat assessments, groundwater investigations and fixed-point photography.
- Enter, check and organise data using spreadsheets, online forms, and shared project systems.
- Help turn monitoring results into simple summaries and information for non-technical audiences.
- Follow agreed methods so that records are accurate, consistent and useful.

Contribute to the Work of the Trust

- Share ideas, progress and problems openly, and support colleagues during busy periods.
- Follow the Trust's health and safety, safeguarding, data protection and environmental procedures.
- Take part in training and build your knowledge of river restoration, catchment processes, natural flood management, citizen science and environmental data.
- Carry out other reasonable tasks that fit the level and purpose of the role.

Person Specification

Essential qualifications, knowledge and skills

- A degree in a relevant subject, such as environmental science, ecology, or related discipline, or equivalent relevant experience.
- A strong interest in rivers, wetlands and environmental improvement, with a clear motivation to build a career in this field.
- Good written and verbal communication skills, with the confidence to work with colleagues, volunteers, landowners and project partners.
- Good organisational skills, including the ability to plan your work, manage competing tasks and meet deadlines.
- The ability to collect, record and handle data accurately, and present findings clearly.
- Competence with everyday software, including Word and Excel, and a willingness to learn new tools.
- A willingness to take part in practical outdoor work in a range of weather and site conditions.
- A willingness to work occasional evenings and weekends.
- A full UK driving licence permitting you to drive a manual vehicle and access to your own vehicle for work purposes.

Desirable knowledge and experience

- Knowledge of river and wetland habitats, catchment processes or the pressures affecting them.
- Experience of practical conservation work, habitat surveys, environmental monitoring or field data collection, including experience gained through study or volunteering.
- Experience working with volunteers, community groups or Citizen Science projects.
- Understanding of river restoration, natural flood management or nature-based solutions.
- Experience helping to plan or deliver projects, or working with contractors and external partners.

Personal attributes

- A personable and approachable manner, with the ability to build positive working relationships.
- Enthusiasm for getting hands-on and taking an active part in both fieldwork and office-based tasks.
- Curiosity and a willingness to learn, ask questions and develop new skills.
- A proactive, practical approach to solving problems.

- Ability to work independently when needed and contribute effectively as part of a team.
- Care and attention to detail, particularly when collecting data and recording project information.

Practical details

- The role includes physically demanding outdoor work, including planting, habitat management, and loading, carrying and moving materials and equipment. Fieldwork can involve full working days outdoors, uneven or muddy ground, and wet or cold conditions. Activities will be planned and undertaken in accordance with risk assessments and safe working procedures, using appropriate equipment and assistance.

- The role involves regular travel across the Adur & Ouse catchments and a mix of home, office and site-based work. The successful candidate will be required to attend our offices in Albourne every Monday and Wednesday for Team days.
- Some activities will take place in wet, muddy or remote locations. Suitable training, risk assessments and personal protective equipment will be provided.
- Occasional evening or weekend work may be needed for volunteer events or seasonal surveys. We will give reasonable notice and manage working time appropriately.
- We may require a DBS check or other relevant checks, depending on the activities assigned to the role.

Right to Work in the UK: The successful candidate must have the right to work in the UK. The Trust is unable to provide visa sponsorship for this role.

Application Process

The Ouse & Adur Rivers Trust believes in equality of opportunity and positively encourage applications from suitably qualified candidates regardless of age, sex, race, disability, sexual orientation, gender reassignment, religion or belief, marital/civil partnership status, or pregnancy and maternity. We strive to better reflect society and the communities who use, need, and enjoy our rivers. We will consider requests for flexible working all applications will be judged solely on merit.

Please email a CV and covering letter to peter.king@oart.org.uk by the closing date of 1st December 2026