Herts & Middlesex Wildlife Trust

Affinity Water



Chalk Stream Flagship Programme Coordinator

Recruitment Pack

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Bee © Tom Marshall

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Staff & Trustee Away Day 2026 © Hayley Lewis

1 Message from the Chief Executive

Wildlife is in trouble. We need to reverse the trends in species and habitat decline and this is a crucial time to address the ecological and climate crisis. Are you the person we are looking for to play a key role in nature's recovery in Hertfordshire and Middlesex?

Our strategy for a wilder Hertfordshire and Middlesex is ambitious. We have set a target of 30% of land to be protected and managed for wildlife by 2030, and we want to be a catalyst for a step change in the number of people taking action for wildlife.

We have secured funding from Affinity Water to support delivery of the River Beane Flagship Programme, a national chalk stream pilot that will deliver a 10-year vision for catchment restoration through partnership working and help achieve the ambitions of the national Chalk Stream Strategy.

We are seeking a Programme Coordinator to lead the implementation of this ambitious scheme working closely with partner organisations and stakeholders to deliver a coordinated, landscape-scale approach to catchment restoration.

As part of the Trust's Rivers Recovery Team, you will play a key role in restoring Hertfordshire's globally rare chalk streams and the wildlife that depends on them. You will oversee the Programme's day-to-day delivery, providing strategic coordination, managing governance and partnerships, and driving progress against the Catchment Delivery Plan and wider CaBA objectives.

The role also offers an exciting opportunity to extend the Programme's learning, innovation and successful delivery models across other local chalk streams, helping more of Hertfordshire's rivers recover faster. Working alongside the Rivers Recovery Manager and wider team, you will support the development and coordination of the River Lea Catchment Partnership, hosted by the Trust.

We are looking for a highly organised and proactive individual with strong programme management, partnership-building and communication skills. You will be comfortable working across different organisations and disciplines, bringing people together to deliver shared environmental outcomes. Experience within the water sector, environmental management or freshwater restoration would be advantageous.

Most importantly, you will be a passionate advocate for river recovery and collaborative conservation, with the drive and enthusiasm to deliver lasting change for Hertfordshire's rivers and wildlife, and you must be a compelling advocate for the work of the Trust.

If you feel you have the drive, knowledge and experience we need and want to work with people who care passionately about the future of wildlife, please do apply.

Laura Burrows

Laura Burrows, Chief Executive



2 About the role

Title	Chalk Stream Flagship - Programme Coordinator
Reports to	Rivers Recovery Manager
Responsible for	Contractors and Volunteers, as required
Work base	The Trust's activities cover Hertfordshire and the London Boroughs of Barnet, Enfield, Harrow and Hillingdon. The post is based at the Trust's offices at Grebe House, St Albans, AL3 4SN with extensive travel across Hertfordshire. The Trust supports flexible and hybrid working. This role may involve some lone working.
Hours	37.5 hours per week (1 FTE) (home / site based with days as reasonably required at Grebe House)
Contract	Temporary, fixed term contract
Employment Term	Three years (to 2030) with the possibility of extension
Salary	£35,512 (SCP29)
Salary Scale	Scale point 29 plus contribution to pension auto-enrolment

Job Purpose

The Programme Coordinator will lead the day-to-day coordination, management and governance of the River Beane Flagship Programme, working with partners to deliver the Catchment Delivery Plan and achieve long-term environmental outcomes. This includes overseeing programme performance, evaluation, project and milestone tracking, risk management, governance processes and communications.

Securing investment is central to the success of the Flagship. Working with partners, you will develop a pipeline of investable projects and contribute to a sustainable funding strategy that aligns with wider Trust priorities and supports delivery of the Programme's ambitions.

Partnership working is at the heart of this role. You will build and maintain strong relationships across the catchment, coordinating partner input, supporting project development and delivery, chairing the Steering Group, and facilitating effective governance, decision-making and project prioritisation. You will also engage wider stakeholders to build long-term commitment to restoring a globally important chalk stream through collaboration, innovation and local stewardship.

Acting as the link between local delivery partners and the national CaBA Flagship Working Groups, you will help translate national objectives and best practice into effective action across the River Beane catchment.

The role will also support the development and coordination of the River Lea Catchment Partnership, embedding successful approaches, partnerships and delivery frameworks from the Flagship into wider catchment planning and delivery.

Main Responsibilities

1. Programme Management and Delivery

- Lead the day-to-day coordination of the River Beane Flagship Programme, ensuring delivery of the Catchment Delivery Plan agreed by the Steering Group.
- Manage programme budgets, expenditure, timelines and risks, reporting to and seeking approval from the Steering Group where required.
- Develop and monitor KPIs and milestones to measure delivery and outcomes against the Catchment Delivery Plan.
- Develop and implement the Flagship fundraising strategy, securing investment for delivery of the Catchment Delivery Plan and supporting wider fundraising initiatives across the Lea Catchment.

2. Stakeholder Facilitation and Partnership Working

- Convene and chair regular Steering Group meetings and facilitate effective collaboration across Programme partners.
- Ensure partner input is coordinated and aligned with agreed catchment priorities, objectives and delivery timescales.
- Represent the River Beane Flagship at regional and national forums, including Chalk Stream Flagship working groups.
- Support evidence-based decision-making by coordinating assessments, monitoring and evaluation activities that guide investment and delivery priorities.

3. Communications and Engagement

- Manage delivery of the stakeholder engagement plan, including public engagement events, reports and digital content, ensuring alignment with Lea Catchment Partnership and Trust communications.
- Act as the primary point of contact for the Programme, ensuring effective communication across partner organisations and with wider stakeholders.
- Promote the Programme's achievements and opportunities through aligned communications with the Trust, Affinity Water and the wider Lea Catchment Partnership.

4. Monitoring, Reporting and Evaluation

- Support Affinity Water in monitoring and reporting Programme benefits against Water Industry National Environment Programme (WINEP) requirements.
- Monitor and report on Programme progress against agreed KPIs and milestones, providing updates to the Project Board, Steering Group and other partners as required.
- Work with partners to compile and evaluate evidence of chalk stream recovery and Catchment Delivery Plan outcomes through agreed monitoring and assessment approaches.

What You'll Bring

- Strong programme or project management experience, ideally within environmental, conservation or partnership-based initiatives.
- Experience of managing multiple stakeholders and building effective partnerships.
- Excellent communication, facilitation and relationship management skills.
- Experience of developing funding bids, securing investment and/or managing grants.
- Strong analytical skills with the ability to monitor performance and demonstrate impact.
- A passion for river restoration, nature recovery and collaborative catchment management.

For the Trust to work effectively you may be required to assist with other areas of work and therefore, you should be prepared to undertake other duties appropriate to the post, and any other reasonable duties required as determined by the Rivers Recovery Manager, and/or Director of Nature Recovery, and/or Chief Executive.

All staff are ambassadors for the organisation both internally and externally and are expected to act in a professional manner at all times. They are required to abide by Trust's rules, policies and procedures as laid down in the staff handbook, adopt environmentally friendly working practices, set and maintain high personal standards of efficiency and customer care and foster a 'can do' culture based on ownership, initiative, teamwork and exchange of information.

The Trust retains the right to amend the job description in consultation with the post holder to reflect changes in or to the job.

Date prepared: October 2026

Person Specification

Criteria	Essential	Desirable
Experience	Programme and partnership management, including planning, coordination and reporting.	Working in catchment management, environmental or water sector.
	Managing multiple stakeholders and building effective partnerships across different organisations.	Working with water companies, environmental NGOs, local authorities or statutory agencies.
	Experience of securing funding through grants, fundraising or investment opportunities.	Developing investment strategies or pipelines of investable projects
	Monitoring project performance and reporting against objectives, KPIs or funding requirements.	Reporting against environmental frameworks or regulatory programmes
	Organising, facilitating and chairing meetings, workshops or governance groups.	
Knowledge	Programme management principles, including risk, budget, timeline and performance management.	Chalk stream ecology, river restoration or freshwater habitat management.
	Understanding of effective stakeholder engagement and partnership working strategies and tools.	Catchment Based Approach (CaBA) and the Chalk Stream Strategy.
	Understanding of monitoring, evaluation and evidence-based decision making.	Natural capital approaches and catchment planning tools.
	Knowledge of funding development, bid writing and grant application processes.	UK environmental funding mechanisms and sectors.
Skills	Strong organisational and programme management skills, with the ability to manage multiple priorities, deadlines, budgets and programme administration.	Developing communications plans and engagement tools.

	Excellent communication, facilitation and stakeholder engagement skills, including report writing, presentations and relationship management.	Developing evaluation frameworks including setting KPIs
	Good analytical skills, able to interpret information, monitor performance and demonstrate impact.	
	Ability to work both independently and collaboratively, building productive relationships and consensus to deliver shared outcomes.	
Personal Qualities	Highly organised, proactive and self-motivated, with the ability to balance competing priorities and drive delivery.	
	Collaborative and inclusive, with the ability to bring people together around shared goals.	
	A strategic thinker who can balance long-term vision with practical delivery, demonstrating sound judgement, adaptability, resilience and attention to detail.	
	Passionate about river restoration and nature recovery, and a compelling advocate for the Trust with partners, funders and stakeholders.	

Conditions

- A commitment to Equality, Diversity and Inclusion, and to the Trust's values.
- The role is based at our offices in Grebe House, St Albans, but travel to other locations across the area will be required on a regular basis and occasional travel to national or regional meetings and conferences may be necessary for the role.
- Attendance at the Trust's office and at face-to-face meetings as agreed and as required by the role.
- The role involves occasional weekend or evening work, as identified by in the project work/for example helping with public events, supporter events and promotional activities promotional activities.
- The role may involve occasional lone working, working on/near water and in outdoor environments.
- Access to a vehicle for work purposes.
- Where the post-holder uses their car and drives on Trust business, they will be required to hold a full current valid driving licence and be insured for business. Travel expenses are paid as outlined in the Employee Handbook.

- The Trust is committed to safeguarding and promoting the welfare of children, young people and adults at risk. For applicable roles, applicants must be willing to undergo checks with past employers and Disclosure and Barring Service checks at the eligible level.

- The Trust operates a 37.5 hour week. Overtime is not available, but flexible working is encouraged and when applicable, time off in lieu may be taken for authorised additional time.

- A probationary period of 6 months applies.

How do we support you?

The Trust strives to be a positive employer supporting our staff through flexible and hybrid working, and training and development. We recognise the importance of our staff team and looking after their health and wellbeing. Our values and expected behaviours reflect the culture which the Trust seeks to maintain to ensure productive, efficient, effective and pleasant workplaces and roles.

In support of this, we offer an excellent benefits package, ranging from office perks, generous leave entitlements and financial benefits. You can find out more here - https://www.hertswildlifetrust.org.uk/jobs/benefits

3 Recruitment and selection process

How to apply

First, read through the job description and requirements of the role.

If you have any specific questions relating to the role, or if you are excited by this opportunity but you don't meet every single requirement, then please do get in touch. You might be the person who could have the biggest impact and we are committed to supporting professional development.

Should you need any adjustments to the recruitment process, either at application or interview, please contact us.

If you would like an informal discussion about this opportunity or have any specific questions, you can arrange a call with Sarah Perry, Rivers Recovery Manager by emailing recruitment@hmwt.org

Application Form

When you are ready, please complete the application form attached to the recruitment pack. Candidates will be shortlisted against the strength of information provided on their application form in accordance with the essential and desirable criteria in the person specification. We therefore encourage applicants to provide as much relevant information as possible.

Once completed the application form should be sent it to recruitment@hmwt.org

Closing date

The application deadline is **9am on Monday 7th December 2026.** Early application is encouraged as we will be reviewing applications as they are received and may contact you to discuss your application further before the interview stage.

All applicants will be sent a request to complete a voluntary, anonymous equal opportunities form online.

Selection Process

We will be contacting shortlisted candidates by close of business (5pm) on **Wednesday 9th December.**

Shortlisted candidates will be invited to an interview in person at Grebe House on **Monday 14th December.** There is the potential that a second stage interview may follow.

We try to get back to everyone, but this isn't always possible, so if you have not heard from us within a week after the application deadline, unfortunately it will mean that your application was unsuccessful on this occasion. Keep checking back on our jobs page though as we often have new opportunities.

Interview Preparation

At interview stage competency-based questions will be asked by the interviewing panel, Interviewees will be asked to come prepared with their own (anonymous) examples to discuss some of the essential criteria in the person specification (section 2) and this relates to the Trusts culture (about HMWT - section 4).

The interview may also include a presentation and will be confirmed on invite to interview.

Pre-Employment Checks

An offer of employment made by Herts and Middlesex Wildlife Trust is subject to:

- A satisfactory DBS check at the appropriate level (if the role is eligible)
- Satisfactory written references
- Satisfactory explanations of any gaps in employment history
- Social Media checks - As part of our safer recruitment practices, the Trust reserves the right to undertake a check of the individual's online reputation across various social media platforms to help assess their suitability for the role and any potential reputation considerations for the Trust
- Relevant qualification certificates to verify information provided (if applicable)
- Proof of identity and confirmation of the Right to Work in the UK
- Details of any unspent criminal convictions, enabling the Trust to carry out a risk assessment, understand the implications of the conviction and the suitability of the candidate
- A pre-employment medical assessment to ensure we make any necessary adjustments for you and to confirm suitability for the role

Herts & Middlesex Wildlife Trust is committed to safeguarding and promoting the welfare of children, young people and adults at risk. For applicable roles, applicants must be willing to undergo checks with past employers and Disclosure and Barring Service checks at the eligible level.

All checks will be carried out in a fair, proportionate and consistent manner, and strictly in line with our Trust Policies; including Equal Opportunities, Diversity, and the Recruitment of Ex-Offenders.

Information from your application will be processed in accordance with the General Data Protection Regulations. Individuals have, on written request, the right of access to personal data held about them. Please see our Applicant Privacy Notice on our website - hertswildlifetrust.org.uk/policies.

4 About Herts and Middlesex Wildlife Trust

Formed in 1964, Herts and Middlesex Wildlife Trust is a local nature conservation charity which strives to stand up for wildlife and play a leading role in nature's recovery. We are part of the national federation of Wildlife Trusts which cover the whole of the UK and we work closely with our Wildlife Trust colleagues to raise awareness of and deliver landscape-scale conservation.

Our office is based in the beautiful Verulamium Park on the edge of St Albans city.

We have around 50 members of staff, made up of full time and part time roles; all enthusiastic, friendly and committed to making a difference. Some roles including the Finance Team and Business Support Team are primarily desk-based. Our Nature Recovery Team and Development Team colleagues spend more time away from the office, managing our nature reserves, advising on land management and delivering community engagement.

We encourage all the members of the team to get involved in Trust-wide activities, such as our public events and the AGM, and visiting nature reserves. We regularly get together as the full staff team to hear about new projects, recent wildlife discoveries and community groups we are working with.

There is great contrast within Hertfordshire and the four Middlesex boroughs we cover, from urban areas to quiet agricultural landscapes. We have a wide variety of habitats from flower-rich grasslands and ancient woodlands, to our internationally important chalk streams. In our nature reserves and the wider countryside, we have nationally rare species such as water voles and black necked-grebe. Protecting existing places which are important for wildlife and seeking to connect these sites is vital. Our area faces the combined challenges of climate change and biodiversity loss, as well as high levels of new housing and transport infrastructure.

The Trust's Strategy 2030 sets out our vision and goals. We want to see more space for nature and more people standing up for wildlife and taking action. It is also important that nature is recognised as playing a central role in helping to address issues such as climate change and health and wellbeing. An objective shared by all the Wildlife Trusts is to achieve 30% of land managed and protected for wildlife by 2030.

Working at the heart of communities across our area, we have 23,000 members who support us financially, and over 1000 volunteers. Our board of 12 Trustees are drawn from a variety of backgrounds, from business to local government and the charitable sector.

We run a variety of partnership projects which aim to inspire the local community and be the catalyst for action. Inspiring people to take action for wildlife through events, communications, project work and advocacy work is core to the Trust and aims to help us to achieve the step change needed to give wildlife and wild spaces a more positive future.

We manage over 40 nature reserves which cover habitats including ancient woodland, lowland meadows, heathland, wetlands and lakes. They are managed to maximise their value for wildlife and to be welcoming places for visitors. We also provide advice to landowners such as schools, golf courses, local authorities and farmers on action they can take for wildlife.

The Trust hosts the Herts Environmental Records Centre and in 2020 we published the Herts State of Nature report. This analysed changes to species and habitats over the last 50 years and identified

priorities for conservation action in our area. This research underpins the work of the Trust and we use it to inform the work of others, such as the upcoming Local Nature Recovery Strategy.

Our strategy

We believe that wildlife should be able to thrive alongside our everyday lives and that everyone benefits from having access to nature. If we work together as a community, nature will recover and we will create a greener, sustainable and wilder future.

This is a pivotal time and we must all take action for wildlife before it is too late. Based on the findings of the Trust's seminal report *Hertfordshire State of Nature*, published in 2020, we have created a strategy for nature's recovery across Hertfordshire and Middlesex, underpinned by three goals:

- More land in Hertfordshire and Middlesex is managed and protected for nature
- More people are standing up for wildlife and taking action for nature's recovery
- Nature plays a central and valued role in helping to address climate issues and people's health and wellbeing

Our values

We are passionate about standing up for wildlife and offer leadership in wildlife conservation in Herts & Middlesex. We do this by being:

- Driven to inspire and support others to take action for wildlife
- Forward looking with ambition and innovation
- Collaborative and partnership minded
- Delivery and solution focused
- Lead by science

Our culture

We are a welcoming organisation which encourages professionalism and consideration of others. We expect all our team members to strive to be:

- A positive member of the team
- Open to new ideas and ways of working
- Aware of self and others
- A great representative of the Trust
- Demonstrate good organisation and planning
- Strive to communicate well
- Demonstrate trust and integrity

To find out more about our work, please visit our website hertswildlifetrust.org.uk.

To view the Wildlife Trusts national website visit wildlifetrusts.org.

Herts & Middlesex Wildlife Trust



"We have the choice of a better – and wilder – future. A future where wildlife thrives alongside people. A future where nature helps us in the fight against climate change.

The time is now to create a wilder future."

Sir David Attenborough
President Emeritus, The Wildlife Trusts

Barn owl © Danny Green/2020VISION

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