

Applicant pack

Project Delivery Officer

Turning river restoration plans into practical action across the Tyne and Northumberland catchments.



Salary
£35,000



Location
Corbridge /
hybrid



Hours
37.5 hours /
flexible



Contract
Permanent

This role is made possible with The National Lottery Heritage Fund. Thanks to National Lottery players, we are strengthening our team and increasing our capacity to protect and restore rivers across the region.

Better River, Better Region, Better Life

Welcome to Tyne Rivers Trust

A message from our CEO



Sophia Stovall
Chief Executive
Officer

Thank you for your interest in joining Tyne Rivers Trust. Together, we're restoring and protecting the rivers and coast across the Tyne and Northumberland catchments – for nature, for people and for future generations.



About Tyne Rivers Trust

Tyne Rivers Trust (TRT) is a registered charity that works throughout the Tyne and Northumberland River catchments to protect and enhance the environment for the benefit of people who live in and visit the area. Our staff and volunteers undertake practical projects to tackle environmental problems, improve water quality, and enhance community wellbeing. We also work with local schools, community groups, and the public to educate them on the environment and inspire them to make positive changes.

In 2025, Tyne Rivers Trust expanded its remit to include the Northumberland Rivers catchment, extending the Trust's geographical reach from the River Tyne northwards to Berwick-upon-Tweed. This represents a significant step in TRT's growth, increasing both its environmental impact and the scale and complexity of its projects, partnerships and operations across the North East.

Our mission

To restore and reconnect river systems through evidence, partnership and practical action; to convene and coordinate across sectors; and to champion the river as a foundation for nature, communities and the regional economy.



A note to potential applicants

Our priority is finding the very best talent and the right person to join our team at this exciting time.

Please talk to us before discounting this role as a right fit for you.

The Opportunity

Project Delivery Officer

Role at a glance

SALARY	£35,000
LOCATION	Shawwell Business Centre, Corbridge, with hybrid working
HOURS	37.5 hours, flexible working arrangements available
CONTRACT	Permanent
REPORTS TO	Project Delivery Manager



Job purpose

The Project Delivery Officer will deliver river restoration, wetland creation and habitat improvement projects across the Tyne and Northumberland catchments.

Working with technical colleagues, landowners, contractors and partners, you will take projects from planning and design through to practical delivery, ensuring high-quality work that improves river and catchment health.

You will manage the practical, financial and contractual aspects of assigned projects, ensuring they are delivered safely, on time, within budget and to the required standard.

The next chapter

This role offers the chance to help transform landscapes across the North East, making them more biodiverse and resilient to a changing climate.

You will lead the delivery of strategically important river and catchment restoration projects, working alongside a talented team with expertise in land, species, rivers and water management.

In many cases, you will take projects developed by technical colleagues and, with support from the Project Delivery Manager and technical specialists, turn them into practical delivery on the ground.

Turn plans into action

Practical project delivery with lasting environmental impact



From concept to completion

This is a hands-on project delivery role at the heart of TRT's restoration programme.

You will coordinate people, contractors, resources and permissions to take ambitious environmental projects from design through construction to completion.

Your work will directly contribute to healthier rivers, improved habitats, greater biodiversity and more resilient catchments across the North East.

What's coming

As TRT's restoration programme expands across the Tyne and Northumberland catchments, the scale and variety of projects we deliver will continue to grow.

You will work across river restoration, habitat creation, floodplain reconnection, natural flood management and wider environmental improvement projects.

The role may also support commercial environmental projects through River Catchment Services, applying TRT's expertise to work for external clients while generating income that supports the charity.



Ownership, delivery and development

You will have the opportunity to:

- Lead strategically important river and habitat restoration projects.
- Take projects from site assessment and design through to practical completion.
- Work closely with landowners, contractors, consultants and environmental partners.
- Manage budgets, schedules, risks, quality and health and safety.
- Help improve TRT's project delivery systems and processes as the programme grows.
- Build practical experience across a wide range of restoration approaches.
- Agree a personal training and development plan through the appraisal process.

What you'll be doing

Deliver high-quality river and habitat restoration projects

Restore Rivers and Habitats

- Coordinate river restoration, habitat creation, floodplain reconnection, natural flood management and wider environmental projects.
- Manage projects through detailed design, consenting, procurement, construction and completion.
- Secure environmental consents, planning permissions and landowner agreements where required.
- Carry out regular site visits to monitor progress, quality and delivery standards.
- Ensure effective post-project monitoring and evaluation, capturing learning for future projects.

Contractors, Resources and Site Delivery

- Coordinate contractors, consultants, plant, materials and other project resources.
- Manage day-to-day contractor relationships, performance, schedules, quality and budgets.
- Ensure works are delivered safely, on time and in line with designs, specifications and CDM Regulations 2015.
- Identify and resolve practical issues arising during project delivery.

Procurement and Project Documentation

- Manage procurement, tendering and contractor-selection processes.
- Prepare and maintain project documentation including specifications, method statements, risk assessments and Construction Phase Plans where required.
- Manage variations, defects, project records and close-out documentation.
- Maintain accurate site records, photographs and completion information.

Why this matters

Strong project delivery turns environmental ambition into visible change on the ground.

By coordinating people, resources and technical expertise effectively, you will help ensure restoration projects achieve the best possible outcomes for rivers, wildlife and communities.

Work in partnership

Collaboration, planning and continuous improvement

Landowners, Land Managers and Partners

- Build positive relationships with landowners, land managers, partners, regulators and other stakeholders.
- Manage engagement throughout project development and delivery.
- Support funding applications to public, private, philanthropic sources, as well as charitable trusts.
- Communicate technical and practical project information clearly to different audiences.
- Help identify opportunities to deliver multiple environmental benefits through integrated catchment restoration.

Project Planning and Performance

- Maintain oversight of project schedules, budgets, risks and reporting requirements.
- Develop work schedules and delivery plans, identifying emerging risks, delays and resource needs.
- Provide practical delivery input and cost information for funding applications and project proposals.
- Support consistent approaches to mobilisation, procurement, contractor management and project close-out.
- Contribute to improving TRT's project delivery systems and processes.

Organisational Contribution

- Contribute to TRT's organisational development and continuous improvement.
- Support cross-team collaboration and information sharing.
- Uphold and promote TRT's vision, mission and values.
- Support equality, diversity and inclusion across the Trust's work.
- Undertake other appropriate duties in line with the role.

Detailed Objectives

Personal objectives will be agreed through the annual appraisal process and reviewed annually. These may include additional responsibilities directed by the CEO, Chief Scientist, Technical Director or an appropriate senior manager, provided they are broadly consistent with the role.

Shared objectives will contribute to organisational priorities and business development.

What you'll bring

We value practical expertise, collaboration and strong project delivery

Essential

KNOWLEDGE & QUALIFICATIONS

Relevant qualification or experience in environmental management, ecology, river restoration, countryside management, civil engineering or a related field.

Understanding of river restoration, habitat creation and environmental consenting.

Good understanding of CDM Regulations 2015 and construction project delivery.

PROJECT DELIVERY

Experience delivering environmental, restoration, habitat creation or construction-based projects.

Able to manage programmes, budgets and delivery plans.

CONTRACTORS & STAKEHOLDERS

Experience managing contractors or consultants and working with landowners, farmers, partners or other external stakeholders.

PROCUREMENT & CONSENTS

Experience of procurement, tendering, planning, environmental consents or securing landowner agreements.

SKILLS

Highly organised with strong attention to detail and problem-solving skills.

Able to communicate clearly with varied audiences and confident using Microsoft 365 and GIS packages.

Desirable

RESTORATION KNOWLEDGE

Knowledge of natural flood management, wetland creation, fisheries or catchment restoration.

HEALTH & SAFETY

IOSH Managing Safely qualification, or willingness to undertake training.

SMSTS or appropriate CSCS qualification, or willingness to undertake training.

ORGANISATIONAL EXPERIENCE

Experience working in a small or multidisciplinary organisation, balancing project delivery with wider organisational responsibilities.

Personal Attributes

- Methodical, reliable and highly organised.
- Proactive, self-motivated and solutions-focused.
- Collaborative, supportive and approachable.
- Passionate about rivers, habitats and environmental restoration.
- Flexible, adaptable and committed to TRT's values, equality, diversity and inclusion.

Our offer

Flexibility, practical impact and professional development



Deliver projects that make a visible difference

This is an opportunity to play a hands-on role in delivering river and habitat restoration across the North East.

You will work alongside experienced technical colleagues, take ownership of projects through delivery and see the direct environmental impact of your work on the ground.



Flexible and hybrid working



Practical project ownership



Varied restoration projects



Expert team support



Professional development

Additional information

- 37.5 hours per week, with flexible working arrangements available.
- Regular travel across the Tyne and Northumberland catchments is required.
- TRT has pool vehicles; the postholder must be able to drive manual vehicles and may need to use their own vehicle for work, with expenses reimbursed.
- Occasional evening and weekend work may be required.

How to apply

Please send your CV and a covering letter outlining your interest in the role and how your experience and strengths meet the requirements to: Jo Wilkes, Business Administrator, at j.wilkes@tyneriverstrust.org. For an informal discussion about the role, please contact our Chief Scientist and Technical Director, Dr Jack Bloomer, at j.bloomer@tyneriverstrust.org.

Key dates

Closing date: **Wednesday 30 September 2026**

Interviews: **From Monday 12 October 2026**

Tyne Rivers Trust welcomes applications from people of all backgrounds and communities. Please let us know if you require reasonable adjustments or an alternative application format.