



## South Cumbria Rivers Trust

The Refinery, The Clock Tower Business Centre, Low Wood, Ulverston, Cumbria, LA12 8LY.  
Tel: 01539 530047 • Email: info@scrt.co.uk • Web: www.scrt.co.uk

# Job Description Trust Manager

**Responsible to:** SCRT Board of Trustees

### Dimensions of Role:

- Business management to develop and deliver long term plans set out in the SCRT Strategy and SCRT Business Plan.
- Explore corporate sponsorship and income generation opportunities.
- Programme Management: Keeping projects on target, to agreed timescales and within an agreed budget. Liaison with funding partners and others.
- Project Development / Funding: Plan and develop future projects, identify funding opportunities. Write and submit funding applications.
- Personnel: Oversee staff project management. Work with the Projects and Technical Manager (P&TM) to undertake development reviews, help solve personnel issues / provide HR support.
- To directly represent the Trust in key strategic partnerships.
- Reporting: Working with the P&TM to assess and review SCRT policy and direction when needed and to meet legislative and charity requirements.
- Support the Board of Trustees in all strategic and organisational change initiatives.

### Principal Accountabilities:

- Ensuring that all SCRT projects and activities are based on the principles of sustainability, sound scientific knowledge and good working practices and include effective Health and Safety arrangements.
- Contribute to the achievement of all Trust objectives and support all of its activities in conservation and education.
- Ensure that all Trust activities are managed within time and budget requirements.



- Ensuring that the Trust fulfils its charitable aims and objectives.
- Supervise the work of employees and contractors. Provide feedback and counsel to improve efficiency and effectiveness.
- Maintain relationships with partners/suppliers.
- Report regularly to the SCRT team and SCRT Board of Trustees.
- Act as the responsible officer for the Trust's risk register and ensure that appropriate contingency and business continuity and disaster recovery plans are in place.

### Teamwork

- Lead the team through the delivery of the SCRT Strategy and business plan and develop productive working relationships with other key partners and stakeholders.
- Lead on team meetings, training and/or committees internally and externally.
- Contribute to the development of new systems and procedures.
- Work with the SCRT Board of Trustees and SCRT employees to sustain and strengthen an inclusive, supportive and caring working environment.

### Other duties:

You are required to undertake such other duties appropriate to the grade and content of the work as may reasonably be required of you.

**Location:** The successful applicant will be based at the South Cumbria Rivers Trust offices at Low Wood, near Ulverston on the banks of the River Leven near to Windermere.

**Duration of the Post:** This is a full-time post. The post will also be subject to a 3-month probationary period and a 6-month development phase before moving to permanency. This process will be managed by the SCRT Chair within the Board of Trustees.

### Terms and Conditions

- This is a full-time post of 37.5 hours per week requiring flexibility in working hours, potentially including evenings and weekends.
- SCRT are open to flexible working requests.
- Salary will be by negotiation which acknowledges the qualifications and experience of the successful candidate.
- Reasonable expenses, including a mileage allowance, will be paid.
- Annual leave entitlement is 25 days (increasing with length of service) plus public holidays.
- A contributory pension scheme will be offered.



- Candidates for this post are required to declare any previous or pending charges of a criminal nature. Other relevant checks may be required.
- The successful candidate will need a current, valid driving licence and provide their own vehicle.
- The successful candidate will be expected to live within reasonable travelling distance of the office.
- In addition to general personal protective equipment, provided facilities include a smartphone and a laptop computer.
- SCRT is an Equal Opportunities employer.



South Cumbria Rivers Trust is registered in England and Wales as a company limited by guarantee.  
Company Registration No: 5763380. It is also a registered Charity: No 1114682  
Head Office: The Clock Tower Business Centre, Low Wood, Ulverston, Cumbria. LA12 8LY.

