

Recruitment Pack



Wessex
Rivers Trust





About Us

Wessex RT is a company limited by guarantee (company no. 06822819) and a registered charity (charity no. 1130991). We are dedicated to conserving chalk streams and rivers — principally the Stour, Avon, Test, Itchen and Meon — across Dorset, Wiltshire, Hampshire and the Isle of Wight.

We focus on delivering practical environmental enhancements, championing the catchment-based approach, and engaging people in the importance of healthy rivers.

Wessex RT is part of the UK's Rivers Trust movement, a network of over 60 local trusts that has been at the forefront of influencing policy and delivering catchment-wide initiatives for more than 30 years. This membership places us in an excellent position to shape and deliver action for these unique, threatened and globally important habitats.



Our Vision

Our vision is for healthy rivers for wildlife and people.

Over the last 15 years, the Trust has grown from a single part-time employee to more than 25 staff, with turnover rising from a few thousand pounds to over £1 million.

We hold healthy financial reserves, enjoy a strong reputation with stakeholders regionally and nationally, and are known for chalk stream restoration, schools outreach, and catchment leadership.

We seek to increase the value of rivers to society, building long-term support for the future of these fragile environments. We deliver this through:

- Direct restoration of rivers and floodplains
- Public education and community engagement
- Partnerships, including hosting the Hampshire Avon and Test & Itchen Catchment Partnerships and working with adjoining catchments



Our People

At Wessex Rivers Trust, our people are our greatest strength. We're a small but highly skilled team of environmental managers, communicators and educators - all deeply committed to improving the health of our rivers.

Some of the things we're proud of:

- We've delivered award-winning river restoration work alongside partners like the Environment Agency and Southern Water.
- We've grown a passionate community of volunteers
- We've developed strong education and outreach programmes that connect schools and communities with their local rivers.
- We've become a trusted voice in river catchment management — shaping decisions that affect water quality, biodiversity and climate resilience.

We value collaboration, initiative, kindness and a love of rivers. If that sounds like you - you'll fit right in.

Our Area

The Wessex region is home to some of the most iconic and ecologically rich rivers in the UK:

- The River Test and River Itchen are globally rare chalk streams, celebrated for their clear waters, rich biodiversity, and heritage of fly fishing.
- The vast Hampshire Avon system with its many tributaries is one of the most important rivers in the UK for biodiversity, supporting Atlantic salmon, sea trout, eel, and aquatic invertebrates.
- The River Stour is varied and predominantly rural, including chalk headwaters rising from the Cranborne Chase National Landscape.
- The New Forest catchment comprises a mosaic of streams, wetlands, and heathland habitats, home to an exceptionally rich and unique flora and fauna within a famed but small National Park.
- In East Hampshire, rivers like the Meon and Hamble meander through urban settings to harbours often containing rich mudflats and wading bird populations.
- The Isle of Wight hosts a varied and complex series of watercourses, which, although generally small, have a strong link to the Solent and marine environments.

These rivers, and the surrounding landscapes of chalk downland, wet woodland, and lowland farmland, are precious but fragile. Our work aims to protect and restore them in the face of mounting challenges, and raise peoples' awareness to ensure their stewardship into the future.





About the Role: Trust Administrator



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Role Profile

If you want to work with wonderful people and make a positive contribution to our precious chalk streams and rivers, then being Trust Administrator at Wessex Rivers Trust is the perfect opportunity for you! As Trust Administrator you will enable the smooth running of the charity by delivering important parts of the charity's administration. Here your organisational skills and focus on solutions will come into their own. This will be a core part of how Wessex Rivers Trust achieves its mission and will be an incredibly rewarding and varied experience for someone with the right skills, experience and can-do attitude.

Role Summary

The role is part-time, between 25-30 hours per week worked over 4-5 days, we want to work with the successful candidate on the most beneficial work pattern. This is a “front of house” role so it will be based at our beautiful head office on the outskirts of Salisbury

- 25 days plus Bank/Public holidays as paid leave (pro rata)
- Annual salary £27,000-£29,000 (pro rata for 25 hours per week £18,000-19,333)
- Choice of pension schemes with up to 9% employer contribution
- Permanent Contract after successful completion of 3 months' probation
- Your line manager will be the Finance Manager, but you will be working with all the teams in the Trust





Skills

Essential Skills:

- Commitment to the vision and values of Wessex Rivers Trust and a desire to bring about positive change in the relationship between people and rivers
- Demonstrable experience of providing services to donors, volunteers and supporters
- Demonstrable experience of excellent administration, and the development of efficient systems and processes
- The ability to work effectively as a key part of a small team
- Excellent all-round communication and customer service skills
- Ability to prioritise a varied workload and good organisational skills
- Educated to at least A-Level or equivalent with a good standard of written English.
- Valid UK driving licence. Whilst this is an office-based role, there be occasions when you will need to drive.

Desirable skills and experience

- Experience within the charity sector
- Experience of gift aid
- Experience of small organisations
- Knowledge of chalk streams, local habitats, climate change

About You

You will be organised, have excellent attention to detail and the ability to prioritise and manage a varied workload. You will have strong written and verbal communication skills. You will provide excellent customer service while addressing both internal and external enquiries. You will join a small, dedicated team of staff and a wider group of passionate trustees. Everyone will want you to succeed and will support you along the way.

- A proactive approach and problem-solving attitude with an ability to show flexibility
- Personal drive, energy, integrity, adaptability and responsibility
- Enthusiasm, honesty, loyalty
- A clear thinker who can work independently when required, but is also a team player
- Good listener and able to efficiently carry out instructions
- Meticulous record keeping, neat and orderly work style
- Able to show initiative, but when required, carry out tasks as expected





Benefits to You

We know that looking after our rivers begins with looking after our people. Here's what we offer:

Pay

We benchmark our salaries against the sector to ensure fairness and competitiveness. All roles are paid at or above the Real Living Wage.

Pension

We offer a workplace pension scheme, equating to a 9% contribution.

Holidays

All full-time staff receive 25 days annual leave plus bank holidays. Part-time staff receive a pro-rata allowance.

Flexible Working

We support flexible and hybrid working where possible, recognising that life is busy and different ways of working help everyone thrive.

Health and Wellbeing

We offer access to an Employee Assistance Programme providing confidential advice, mental health support and counselling.

Learning and Development

We want you to grow with us. We support professional development through training, CPD opportunities, and learning alongside experienced colleagues.

Team Culture

Our team culture is friendly, supportive and mission-driven. We enjoy team away days, river walks, shared learning sessions - and a good lunch spot never goes unnoticed!