

ROMNEY MARSHES AREA INTERNAL DRAINAGE BOARD

CLERK / ENGINEER

Location: Rye, East Sussex.

Remuneration: Competitive and benchmarked against the Association of Drainage Authorities Lincolnshire Branch Wages and Conditions, aligned with our grade 10-13 salary bands, starting salary £60,780.

Contract: Permanent

About us

The Romney Marshes Area Internal Drainage Board is a public authority whose district covers 33,000 hectares of land in Kent and East Sussex. We are responsible for managing water levels, reducing flood risk and the maintenance of approximately 350 km of watercourses, working to meet agreed biodiversity plans within the district.

The Role

We are now seeking a motivated and skilled Clerk/Engineer to play a key role in the delivery of these important functions.

Reporting to the Board, the Clerk/Engineer will lead the day-to-day management of Board operations, provide technical and administrative expertise, and support effective governance. This is a varied and public-facing role requiring regular liaison with Board Members, contractors, partner agencies, ratepayers, and members of the public.

Key Duties and Responsibilities

- Manage and support a small team, demonstrating strong leadership and organisational ability.
- Oversee maintenance works across the drainage district.
- Liaise effectively with external bodies, contractors, and the public.
- Manage environmental and compliance activities within the Board's area.
- Liaise with local planning authorities and other organisations in respect of development proposals and manage consent applications in line with statutory requirements.
- Prepare and monitor annual budgets in conjunction with the Finance Officer, ensuring financial control and value for money.
- Maintain accurate records, correspondence, and administrative systems.
- Support the Chairman at Board and other Committee meetings, setting agendas, writing minutes, preparing reports and delivering presentations.
- Ensure compliance with health, safety, and environmental standards.

Do you have the skills and experience we are looking for:

- Proven ability to manage and motivate a small team.
- Excellent communication, administrative, and organisational skills, with the ability to deliver to agreed timescales and deadlines.
- Experience of managing planning and consent applications.
- Experience of working with an Internal Drainage Board, local authority, or similar organisation.
- Understanding of land drainage and environmental management practices.
- Knowledge or experience of GIS mapping systems.

The successful applicant will hold a full UK driving licence and have access to a vehicle suitable for business use. You will need to maintain, insure, and provide your own vehicle for work use; an Essential Car Allowance is payable, and business mileage can be claimed.

A minimum Level 4/5 or HNC/HND qualification (or equivalent) in a relevant discipline is required.

The role is office based with regular attendance required at site meetings, occasionally at short notice during emergency situations. For this reason, the postholder should live within reasonable travelling distance of the office.

Why join us

This is an opportunity to make a real impact in protecting the local environment and community. We offer a supportive working environment, competitive pay, and pension scheme participation.

How to apply

Please apply by email with a covering letter and CV to **recruitment@rmaidb.co.uk**, fao Mr D Lovejoy, Chairman to the Board, Romney Marshes Area Internal Drainage Board.

Closing date for applications: 14th November 2025. Interviews to be held w/c 17th November 2025 and candidates must be able to start within two months.

ROMNEY MARSHES AREA INTERNAL DRAINAGE BOARD is an equal-opportunities employer. We welcome applications from all suitably qualified candidates regardless of age, disability, gender, race, religion, or sexual orientation.

Romney Marshes Area Internal Drainage Board, Suite 7, Old Barn Offices, Salts Farm, East Guldeford, Rye TN31 7PA.