

Vacancy

Assistant Project Manager / Project Manager

Full-time Permanent Contract (37 hours per week) – Head Office in King's Lynn, Satellite Office in Norwich with frequent travel required to sites

Salary £30,000 to £55,000 pa (dependent upon Qualifications and Experience) plus attractive benefits package including:

- Access to the Local Government Pension Scheme (Norfolk Pension Fund)
- Private Medical Scheme
- 24 days holiday (rising to 29 days with continuous service), plus New Years Eve and Bank Holidays
- One relevant professional membership subscription per year
- Essential Car User Allowance of £250.00 per month

An exciting opportunity has arisen for an Assistant Project Manager / Project Manager to join the Water Management Alliance (WMA) Group of Internal Drainage Boards (IDBs). Internal Drainage Boards ("IDBs") are local public authorities that manage flood risk and land drainage.

The **Water Management Alliance (WMA)** is a group of like-minded Internal Drainage Boards (IDBs) who share vision, values and standards and have chosen to jointly administer their affairs in order to reduce costs, strengthen their own organisations and increase influence at both regional and national level. An overview of the WMA can be found at: [WMA Promo Video 2022 - YouTube](#)

Internal Drainage Boards ("IDBs") are local public authorities that manage flood risk and land drainage within areas of special drainage need in England. IDBs undertake a vast range of vital work to reduce flood risk and manage water in a way that meets the local needs of residents, businesses and agriculture in accordance with their environmental duties whilst enhancing the ecological wellbeing of their districts.

Working in the East of England, this is a fantastic opportunity for a career in water engineering management. We are looking for an enthusiastic individual who is willing to learn and be a part of a hard-working team.

The **Assistant Project Manager / Project Manager** is responsible for:

Helping to develop and deliver the Boards' capital and recharge work programmes through;

- Support to existing Project Delivery Engineers, Project Managers and Project Delivery Team
- Delivering standalone recharge schemes for the relevant Board
- Delivering existing contracts in our works programme
- Producing Health, Safety and Environment paperwork for scheme delivery
- Site management during construction delivery phase
- Procuring and managing sub-contractors aiding scheme delivery
- Assisting with the financial management of existing and future delivery projects
- Support to Capital delivery projects
- Providing support on all engineering and operations delivery matters
- Contract management of capital works

Being involved in the delivery of Capital improvement projects involving culvert replacements, pumping station replacements, estuary flood defence improvements, environmental engineering projects, small 3rd party recharge projects, as well as other civil engineering work.

For more information about the role or the WMA please see our website www.wlma.org.uk or contact Kari Nash on 01553 819600.

To apply, please submit your CV with a covering letter explaining why you are a suitable candidate to Kari.Nash@wlma.org.uk.

Closing date for receipt of applications: Friday 03 October 2025