



Gloucestershire
Wildlife Trust

Job description

Community Project Manager

We're looking for someone with a strong background in project management, that has a keen interest in supporting environmental projects. The successful candidate will be managing two exciting and innovative projects helping to bring nature into urban areas, whilst also using natural solutions to tackle localised impacts of climate change. You will be working as part of a passionate organisation achieving huge outcomes for nature in Gloucestershire. You will need to be a good communicator, working with staff, stakeholders and funders and have an organised and efficient approach to project management.

Salary: £30,282 per annum

Term: Fixed Term/Full-time 35 hours per week for a period of 6 months

Responsible to: Interim Head of Engagement

Liaison with: External stakeholders, including councils, landowners and other partners. Internally working with key members of staff and teams across the organisation.





Introduction to the job role

This is a temporary role and will provide the lead for two projects delivering various aspects of our ambitious delivery for nature within our Community Action team. The role will support teams delivering these two projects, including line management of the project teams, as well as developing new projects. Our Gloucester and Cheltenham Waterscapes project and Gloucester Nature Park project focus on creating Green Infrastructure in urban areas, supporting people to take action for the environment and look at natural solutions to flood management. The Community Project Manager would hold key stakeholder relationships, as well as oversee a steering group, funder reporting and community liaison.





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Introducing Gloucestershire Wildlife Trust

We are Gloucestershire Wildlife Trust – the largest membership organisation in the county dedicated to local wildlife. We own and manage more than 60 nature reserves across the county, all of which offer free access for visitors. 28,000 members in Gloucestershire support our work, with hundreds regularly volunteering time and commitment.

Our mission is a simple one – to value nature. Our ambition is to restore, recreate and reconnect Gloucestershire's wild places. We want everyone in Gloucestershire to value, enjoy and share the natural world.

Our priorities are outlined in our Strategic Plan: Wild Places, Natural Solutions - <http://www.gloucestershirowildlifetrust.co.uk/about-us/who-we-are/strategic-plan>

Our vision is ambitious, but we believe we can deliver it by:

- Creating bigger, better, more connected wild places where people and wildlife can thrive
- Inspiring more people and communities to take action for wildlife
- Leading on 'natural solutions'; championing the value of what wildlife can do for us
- Growing our resources, influence and reach to shape a strong, resilient organisation

Gloucestershire Wildlife Trust manages over 2,500 acres of land, from wetlands in the Severn Vale and heathland in the Forest of Dean, to limestone grasslands in the Cotswolds and a large ancient woodland at Lower Woods in South Gloucestershire. In addition to our community programmes, we have a vibrant programme of work outside our reserves, supporting farmers and landowners to deliver bigger, better and more connected landscapes where wildlife can thrive.

Gloucestershire Wildlife Trust expects its staff, paid and unpaid, to carry out their duties in a way which consistently exceeds the regulations and expectations of society at large in matters ethical and environmental. The Trust will ensure that its staff receives appropriate training and development opportunities based on a documented personal annual appraisal.



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Gloucestershire Wildlife Trust's values

Our values reflect each of us being:

A CARING COLLEAGUE – supportive and honest

Behaviours: We are considerate, honest and fair. We make time for each other and actively listen to others concerns or barriers before responding and finding solutions together.

ROOTED IN OUR COMMUNITIES – making nature inclusive

Behaviours: We respect each other's views and recognise and value our different backgrounds and lived experiences.

CHAMPIONS FOR WILDLIFE – passionate and pioneering for nature's recovery

Behaviours: We have an urgency for action. We are open to new ideas, encouraged to take risks together, finding creative solutions and learning from our mistakes.



Outline of main responsibilities

- Ensure projects are delivered on time, on budget and achieve the approved purposes of funding.
- Line management of project delivery teams
- Plan and monitor budgets, meeting the requirement of funding bodies, the Trust and partners.
- Use a range of project management tools to plan projects, create relevant documentation and track milestones
- Manage project budgets, including monitoring and forecasting expenditure and income
- Monitor project risks, issues and dependencies and work with others to solve problems where they exist, and identify further opportunities that will increase the impact of our projects.
- Set-up processes to manage project progress, monitor KPIs and ensure projects are evaluated and lessons learned.
- Identify and monitor project risks and issues. Developing mitigating actions and escalate as appropriate.
- Communicate regularly with a range of internal and external stakeholders to set expectations review progress and solve problems
- Lead effective meetings to share progress and solve issues, including preparing documents, chairing meetings and supporting others to follow up on actions from meetings.
- Attend and support project steering groups, ensuring that we embed the views of these stakeholders within projects and communicate progress to them
- Ensure we communicate to the public and landowners (public, private and third sector) through a range of methods to engage them with the projects.
- Complete reports to funders outlining project progress, expenditure and outcomes as required by the funder.
- Support with new project development, particularly looking at Sustainable Urban Drainage projects
- Comply with all policies and procedures as well as any H&S, legal or contractual obligations
- Carry out other duties from time to time as required by the Interim Head of Engagement, Director for Engagement and Fundraising or Chief Executive



Person Specification

Experience and knowledge

Essential:

- Extensive demonstrable experience of working on complex environmental projects
- A well-developed broad experience of project management
- Ability to manage more than one project concurrently
- Ability to understand the scope, ambition and technical detail of actions and the desired outcomes
- Experience of motivating and supporting staff and developing teams
- Experience of working with partner organisations and stakeholders
- Experience of developing proposals for and delivering against, complex externally funded projects

Desirable:

- Experience of working with communities and land owners
- Experience of working with diverse groups
- An understanding of the key issues and threats relating to biodiversity and sustainable development in general





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Person Specification

Skills:

Essential:

- Excellent communication skills, both verbally and written, with a wide range of audiences
- Fundraising and bid preparation skills
- Ability to work independently using own initiative and judgement, as well as in close co-operation with others
- Excellent organisational and time-management skills. Able to prioritise workloads and meet deadlines
- Able to innovate and work with partners to solve problems





Terms of Employment

This is a Fixed term Full-Time role for 35 hours per week and is subject to a three-month probationary period. Due to the nature of the Trust's work, occasional evening or weekend work may be necessary for which time off in lieu is given.

We offer a rounded benefits package to include life insurance of three times salary, a contributory pension scheme with generous employer contributions and an employee assistance programme. The postholder is entitled to 21 days paid leave per year pro rata (rising to 30 days through service) in addition to public holidays and Christmas closing period as well as two volunteering days. Other discounts and benefits are available too.

Our office facilities are at Robinswood Hill Country Park in Gloucester. This role will require regular travel to GWT offices and sites around the county on occasion.

It is the nature of the work of Gloucestershire Wildlife Trust that tasks and responsibilities are, in many circumstances unpredictable and varied. All staff are, therefore, expected to work in a flexible way when the occasion arises where tasks that are not specifically covered in the Job Description are undertaken, including providing cover for absent staff in order to maintain organisational effectiveness.

As part of its commitment to investing in its people, GWT trains and supports its staff in the delivery of their duties. Advice will be given in drawing up a personal development plan and all suggestions considered according to resources available and the over-riding priorities of the Trust. An appraisal process is carried out every year.

The post holder will be consulted by the Chief Executive prior to any proposed major changes to duties and responsibilities and reasonable notice will be given before implementation.



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Equality, Diversity and Inclusion

Gloucestershire Wildlife Trust is committed to encouraging equality, diversity and inclusion among its workforce, and eliminating unlawful discrimination, harassment and victimisation. The Trust's policy is to provide equality, fairness and respect for all staff, whether temporary, part-time or full-time; ensure no unlawful discrimination against the Equality Act 2010 protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, and ethnic or national origin), religion or belief, sex and sexual orientation; and to oppose and avoid all forms of unlawful discrimination. A full copy of the policy is available on request.





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How to apply

To make an application, please send a covering letter and CV to hr@gloucestershirowildlifetrust.co.uk by 17.00pm on Friday 13th September 2024

Interviews will be held Friday 20th September 2024.

Thank you for your interest in this position and we look forward to receiving your application.

