

## Person Specification & Job Description

<b>Position:</b>	Dragon Finder Project Manager (maternity cover)
<b>Reporting to:</b>	Froglife's CEO
<b>Duration:</b>	Up to 12 months
<b>Salary:</b>	£25,500 per annum



Wildlife conservation charity Froglife is seeking to recruit an experienced Project Manager to cover maternity leave for the existing Manager. The post holder will be responsible for overall management of the Scottish Dragon Finder project – a creative project engaging people across Scotland in conservation and learning activities focused on amphibians and reptiles.

The post holder will be responsible for managing a Project Officer and a trainees during this period. These posts will work closely with other Froglife staff members based in Scotland and England.

The Manager will be responsible for ensuring that all of the activities, public engagement and habitat work, identified in the Activity Plan are delivered in accordance with the developed action plans and timetable.

### Person Specification

#### Essential criteria

- Project management experience.
- Sound knowledge of the conservation sector and conservation issues including habitat creation and restoration, wildlife surveying and monitoring.
- Track record in delivering innovative and creative activities to attract wide ranging audiences.

Froglife, 2A Flag Business Exchange, Vicarage Farm Road, Fengate, Peterborough PE1 5TX  
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[www.froglife.org](http://www.froglife.org)



- Good knowledge of wildlife, herpetofauna, nature areas of Scotland.
- Experience in working with wide ranging partner organisations.
- Excellent organisational skills as well as communication skills, with accomplished presentation skills.
- Experience in writing successful funding applications.
- Sound financial acumen including experience in managing sizeable budgets.
- Professional qualification in a relevant area of study.

### **Desirable criteria**

- Line management experience.
- Experience of developing and managing trainee schemes.

### **Job Description**

- Line manage a Project Officer and one trainees this will include delegating duties and managing their work plans.
- Deliver all of the activities as identified in the Activity Plan: Wildlife Gardening Workshops; Dragons on the Move; Dragons on the Hills; Dragon Tails and a comprehensive practical habitat programme. This will involve close liaison with partner organisations, local councils, venues and others.
- Manage the project budget and ensure that expenditure is in line with the budget.
- Fundraise and ensure that the required co-funding is secured.
- Ensure that the project recruits sufficient volunteers to help support the delivery of the project and ensure that these volunteers are provided with the appropriate support and management.
- Ensure that reports are submitted to all donors in a timely manner and in line with the donor requirements.

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- Liaise with the Froglife communications team to ensure that all communications regarding the project are in line with Froglife policy this includes ensuring that the website is kept updated, updating the App, appropriate social media and press coverage.
- Ensure that the project is being widely promoted and obtains wide ranging media coverage.
- Any other duties relevant to the project.

This job description is an indication of the breadth and requirements of the post. The postholder will be expected to be flexible and accept that certain elements/priorities of the job description may vary as the project is delivered.

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