

## Person Specification & Job Description

<b>Position:</b>	River Nene Dragon Finder Project Manager
<b>Reporting to:</b>	Froglife's CEO
<b>Duration:</b>	4.5 years
<b>Salary:</b>	£25,000 per annum



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

The post holder will be responsible for managing a Project Officer and two trainees over the lifetime of the project. 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 established action plans and timetable.

### Person Specification

#### Essential criteria

- At least three years project management experience.
- Sound knowledge of the conservation sector and UK conservation issues including habitat creation and restoration (especially freshwater habitats) and wildlife surveying and monitoring (especially amphibians and reptiles).
- Track record in delivering innovative and creative activities to attract wide ranging audiences.
- Good knowledge of the geography, demographics, wildlife, herpetofauna and natural areas in the East of England.



- 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 two trainees this will include delegating duties and managing their work plans.
- Deliver all of the activities as identified in the Activity Plan: Mapestry Workshops and Exhibition, Wildlife Workshops, Dragon Boat Race and Events, Dragon Boat Tours, Dragon Trail Fun Days, Swimming with Dragons and Launch Events alongside a comprehensive practical habitat programme. This will involve close liaison with partner organisations, local councils, venues and others.
- Work with Froglife's Finance Manager on managing the project budget and ensuring that expenditure is in line with the budget.
- 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.
- Liaise with the Froglife's Learning Coordinator 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 post-holder will be expected to be flexible and accept that certain elements/priorities of the job description may vary as the project is delivered.

