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froglife
leaping forward for reptiles & amphibians

Person Specification and Job Description

Post title:	Project Manager (Development)
Hours of work:	35 hours per week (excluding lunch break). Working hours will include weekends and evenings
Annual holiday:	23 days
Salary:	£30,000 per annum, pro rata for 10 months
Contract duration:	September 2022 – July 2023
Office:	Working from home and London office

The post holder will be responsible for developing a Heritage Lottery Fund application for Froglife's London Blue Chain project. If the grant application is successful and work performance is good, there will be the opportunity to apply for the Project Manager (delivery) role (Autumn 2023 – Autumn 2026). If the grant application is unsuccessful this position will no longer exist. The post will report to the Operations Manager and will liaise very closely with the Senior Management Team.

Job description

The main areas that have been prioritised for the development phase are as follows:

1. **Develop a detailed activity plan identifying specific activities, venues, timings, audiences, volunteers and other support requirements. This project is specifically**

Froglife, 1 Loxley, Werrington, Peterborough PE4 5BW
Tel: 01733 602102 Email: info@froglife.org
www.froglife.org
Charity Patrons: Jules Howard, Kate Bradbury, Mya-Rose Craig

Froglife is the campaign title for *The Froglife Trust,* Registered Charity No 1093372 (in England & Wales) and SC041854 (in Scotland); Registered Company No. 4382714 in England & Wales. Registered Office: 1 Loxley, Werrington, Peterborough PE4 5BW.

aimed at ethnic minority communities that are currently not engaged in nature conservation. Main activities to develop:

- Blue Chain Habitat creations: 10 large pond creations using suitably qualified contractors and 90 small to medium community created ponds.
- Blue Chain Guardians: Recruit and train 165 guardians to maintain the Blue Chain and to relay important conservation messages to users of the Green Chain.
- Blue Chain Neighbourhood Wildlife Corridors: Create 5 corridors one in each borough (Bexley, Lambeth, Lewisham, Greenwich and Bromley) with a total of 50 interventions.
- Blue Chain Learning: Delivering nature focused educational sessions to 2,600 children and young people. Utilising Froglife's Educational Curriculum and the wide range of engaging educational activities that exists.
- Blue Chain Links: Doing Podcasts with 540 Green Chain users.
- Blue Chain Festivals: One large scale festival at each of the 10 large pond sites.

2. **Develop an Audience Development and Communications Plan.**

   To include:

   - Identifying how to attract the target audiences.
   - Identifying project promotional materials and scheduling into activity plan.
   - Identifying translation requirements and which materials need to be translated. Obtaining quotes from suitably qualified translators.

3. **Obtain Letters of Support from community groups/leaders/connectors, schools, colleges, NGOs and individuals.**

4. **Work with the Conservation, Evaluation and Research Manager to set up a robust evaluation protocol.**

5. **Ensure that habitat sites are scheduled in the timetable and necessary documentation is in place as appendices to the Activity Plan such as Habitat Action Plans for each site: Management & Maintenance Plan and Conservation Plan, plus signed Landowner agreements.**

This job description is an indication of the breadth and requirements of the position.

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Person Specification

Essential criteria

- Minimum three years' experience working within a related field preferably at a Project Management level.
- Sound knowledge of the conservation sector, conservation issues and delivering public involvement conservation activities.
- Good knowledge of London boroughs, demographics particularly within the five identified boroughs and the target audiences and nature areas.
- Experience in developing and delivering new projects.
- Experience in developing audiences and experienced in audience communication and development strategies.
- Experience in working with various partner organisations and developing new partnerships.
- Experience in arranging and delivering wide ranging activities/events.
- Excellent written and oral communication skills, including experience in giving presentations and talks, and in writing donor reports.
- Sound financial acumen including experience in costing budgets and delivering in accordance with the budget.

Desirable

- Professional qualification in a conservation/ecology/wildlife-related field.

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