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JOB DESCRIPTION

Position: Coalface to Wildspace Midlands Project Manager

Reporting to: Operations Manager

Salary: £30,000 per annum

Duration: 39 month contract

The Project Manager will have overall responsibility for the delivery of all elements of the Coalface to Wildspace Midlands project, and will be responsible for line-managing the Project Assistant.

Principle duties:

- Ensure that all activities as detailed in the funding application and scheduled in the timetable are delivered in accordance with the plan and the timetable. The Project Manager role as well as managing the project is also required to deliver activities. Primary activities include: working with a Digital, Geologist and Historian consultants on developing the Virtual Reality film; ensuring that the film is widely screened; host community workshops to build Layers of Time models; deliver 8 Neighbourhood Wildlife Corridors; deliver Speaking Statute sessions; commission sculptures and oversee installation of them; source venues and manage the lego displays tour; recruit judges for judging of displays; arrange large scale festival events at seven sites. Targets and number of people are fully detailed in the Project Plan.
- Manage the project budget in accordance with the agreed budget and ensure that all expenditure is carefully monitored and entered onto the Master Budget spreadsheet and that the Finance team are kept informed of all financial matters.

Froglife, 1 Loxley, Werrington, Peterborough PE4 5BW

Tel: 01733 602102 Email: info@froglife.org

www.froglife.org

Charity Patron: Jules Howard, Kate Bradbury, Mya-Rose Craig



- Ensure that all co-funding is received in accordance with funding agreements.
- Ensure that all donors receive donor reports as per funding agreements.
- Ensure that all donors are invited to relevant events and that donors are recognised in accordance with the individual donor requirements.

Other duties

- Attend staff meetings.
- Attend Senior Management Team meetings & Trustee meetings when required.
- Represent Froglife at relevant meetings.

Person Specification

Essential criteria

- Minimum three years' experience working within a related field preferably at a Project Manager level.
- Sound knowledge of the conservation sector, conservation issues and delivering public involvement conservation activities.
- Good knowledge of the Midlands, demographics particularly in the eight Neighbourhood Wildlife Corridors.
- Experience in delivering new projects.
- Experience in working with various partner organisations.
- 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 budget control.

Desirable

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

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