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**Heritage
Fund**

Job Description: Project Manager

Position: Project Manager (Discovering Dewponds).

Reporting to: Operations Manager

Salary: £28,000 - £31,000 per annum.

Hours: Full time.

Duration: Fixed term contract to 15 October 2024

Annual Leave: 23 days per year rising by 1 day for each year worked.

Location: working from home in Sussex

The Project Manager will have overall responsibility for the delivery of the Discovering Dewponds project. The project involves both restoring dewponds and raising awareness amongst local communities of the importance of dewponds to wildlife, particularly amphibians.

For further details see: <https://www.froglife.org/discovering-dewponds/>

Froglife's Ecologist will undertake the habitat creation and the Project Manager will be responsible for the public engagement activities. This includes creating Neighbourhood Wildlife Corridors, running volunteer training and volunteer habitat management, wildlife gardening workshops, a reminiscence project, reptile and amphibian talks, Toad Summits and other events.

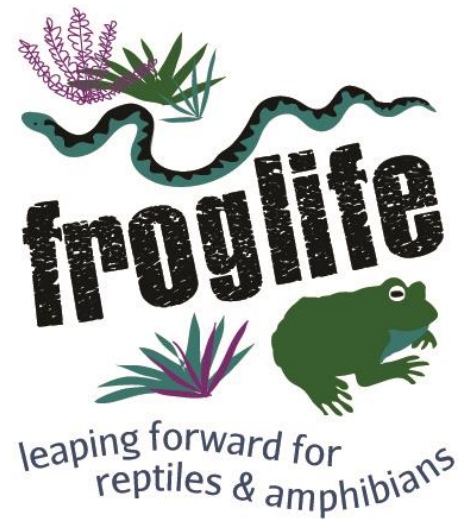
The Project Manager will recruit and manage a 1 year salaried trainee post.

The position will involve travel in Sussex and occasionally beyond. Green travel options are encouraged.

Froglife, Brightfield Business Hub, Bakewell Road, Peterborough, PE2 6XU

www.froglife.org

Charity Patrons: Jules Howard, Kate Bradbury and Mya-Rose Craig



The project was set up in September 2021 and we have made good progress towards the project targets. The targets for the whole project are:

- Volunteer Training Courses and Volunteer Days: organise and deliver 45 two day training courses and 45 one day volunteer days. Training 360 volunteers and 450 attending volunteer days. This includes a target of 138 University Students.
- Neighbourhood Wildlife Corridors: working closely with the communities of Moulsecomb, Coldean and Hollingbury undertake a minimum of 60 wildlife interventions in these neighbourhoods to create wildlife corridors to the Eastern side of the South Downs.
- Wildlife Gardening Workshops at allotments and other venues – 30 workshops attracting 450 participants.
- Public talks on An Introduction to the Dewponds of the South Downs and their associated wildlife. 12 talks.
- Reminiscence sessions: Interview 120 older people to gather memories of nature in times gone by. These are to be used to create a display and on digital interpretation to be installed at each site.
- Art Workshops: arrange and deliver art workshops reaching 630 children/young people to create a natural nature trail for display at events.
- Celebratory events at each of the three sites including a Pond Doctor Marquees and VR Experience. 3 events with 1,200 attendees
- Toad Summits: organise and deliver 3 Toad Summits attracting 300 attendees.

Principle duties:

- Ensure that all activities as detailed above and scheduled in the Project Plan are delivered in accordance with the plan and the timetable.
- Manage the project budget in accordance with the agreed budget and ensure that all expenditure is carefully monitored and that the Finance team are kept informed of all financial matters.
- 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.
- Work with the Conservation, Research and Evaluation Manager to evaluate the project in accordance with Froglife's Evaluation Protocol.

Other duties

- Attend staff meetings and other appropriate meetings.
- Represent Froglife at relevant meetings.

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Person Specification

Essential criteria

- Minimum three years' experience working within a related field as a Project Manager.
- Sound knowledge of the conservation sector, conservation issues and delivering public involvement conservation activities.
- Experience in working with partner organisations.
- Experience in arranging and delivering wide ranging activities/events.
- Experience in habitat restoration and creation works.
- 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.
- Good knowledge of the region.
- Staff supervision experience.
- Digital communication and publicity skills.
- Full clean driving licence.

The role is subject to a Disclosure and Criminal Records check.

Deadline for applications: 9am 6th February 2023

Interview date: 14th February 2023 via Zoom

We welcome applicants from all backgrounds, including under-represented groups.

We are happy to discuss flexible working options.

To apply, please send a CV (no longer than 2 pages) and a covering letter (no longer than 2 pages) showing how you match the essential and desirable criteria to: vacancies@froglife.org . Include your name in the subject line of the application email. Complete the Equality, Diversity and Inclusion survey here: <https://forms.gle/5AHgppWkuT1CUZJ39> .

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