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## JOB DESCRIPTION

**Position:** London Blue Chain Project Manager

**Reporting to:** Operations Manager

**Salary:** £35,000 per annum

**Duration:** 3.5 year contract

**Hours:** 35 hours per week. This role involves some evening and weekend work.

Working from home with London office option.

London Blue Chain will connect a corridor of freshwater habitats and connect local disadvantaged communities with their local heritage along the route of the Green Chain Walking Route in Southeast London. The role will involve working with local communities and delivering a range of interesting specific activities that have been planned during the project development phase. The Project Manager will have overall responsibility for the delivery of all elements of the Blue Chain project and will be responsible for line-managing the Project Trainees. Overall responsibility for ensuring that best practice is implemented on all habitat sites lies with the Chief Executive Officer.

### Principle duties:

- Ensure that all activities as detailed in the Activity Plan and scheduled in the timetable are delivered in accordance with the plan and the timetable. The Project Manager, as well as managing the project, will deliver activities.
- Recruit trainees and ensure that trainee placements are operating in accordance with the existing trainee training programme. Provide relevant support to the trainees.
- Work with the Froglife Ecologist on the habitat creation and restoration.
- 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.
- Ensure that all co-funding is received, and work delivered in accordance with funding agreements.
- Ensure that all donors receive donor reports as per funding agreements.

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

Email: [info@froglife.org](mailto:info@froglife.org)

[www.froglife.org](http://www.froglife.org)

Charity Patrons: Jules Howard, Kate Bradbury

- 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.
- Enthusiasm and passion for conservation and for working with disadvantaged communities
- Good knowledge of London boroughs, demographics particularly in the six identified boroughs and nature areas.
- Interest in amphibians and reptiles
- 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.
- In depth knowledge of amphibians and reptiles and their habitats
- Digital skills, including video, mapping and social media.

The role is subject to a Disclosure and Criminal Records check.  
We welcome applicants from all backgrounds, including under-represented groups.  
We are happy to discuss flexible working options.

Funded by: The National Lottery Heritage Fund and Natural England

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