

JOB DESCRIPTION

Position: Coalface to Wildspace: Ayrshire, South Lanarkshire & the Lothians Project Manager

Reporting to: Chief Executive Officer

Salary: £36,000 per annum

Duration: 5-year contract

Hours: 35 hours per week. This role involves some evening and weekend work. TOIL will be given for out of office hours worked.



Coalface to Wildspace Scotland will operate across three regions, Ayrshire, South Lanarkshire, and the Lothians. The role will support a project made possible by funding from The National Lottery Heritage Fund thanks to National Lottery players. The role will involve working with local communities and delivering a range of specific activities that have been planned during the project development phase. The role will work with an ecologist to deliver habitat works at 14 sites across the three regions. In total 54 pond creations, 25 pond restorations and 24 terrestrial habitat improvements. The role will be supported by a consultant Digital Expert, consultant Creative Artist and consultant Performance Artist. The project will particularly focus on communities that are currently under-served by the Heritage Sector.

The Project Manager will have overall responsibility for the delivery of all elements of the project and will be responsible for line-managing the Project Trainees, two per year with a total of ten trainees over the five-year delivery period. 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 role, as well as managing the project, is also required to 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.
- 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 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.

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

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Charity Patrons: Jules Howard, Kate Bradbury & Prof. Roger Downie



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 three regions, demographics particularly in reaching communities that are under-served by the Heritage Sector.
- 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.

Please refer to the Coalface to Wildspace: Ayrshire, South Lanarkshire & the Lothians background information for further information about the project.

The role is subject to a Disclosure Scotland check.

We welcome applicants from all backgrounds, including under-represented groups. We are happy to discuss flexible working options. We particularly welcome applications from individuals who reside in one of the three identified regions.