



JOB DESCRIPTION

Position: Coalface to Wildspace Yorkshire Project Manager

Reporting to: Head of Operations

Salary: £38,000

Duration: 48-month contract

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

Location: Home based with the option to source a project office within the target area

Coalface to Wildspace Yorkshire will operate across North, South and West Yorkshire, and is funded by The National Lottery Heritage Fund. The role involves working with local communities and delivering a range of activities that have been planned during the project development phase. The role will work with an Ecologist to deliver habitat work across 17 sites across the three above areas creating and restoring a total of 93 ponds and delivering 71 terrestrial improvements. The role will be supported by a consultant Digital Expert, Consultant Creative Artist and Consultant Performance Artist. The project will work with communities that have been identified as 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 a Project Assistant and Project Trainee (one per year with a total of two over the delivery period).

Principle duties:

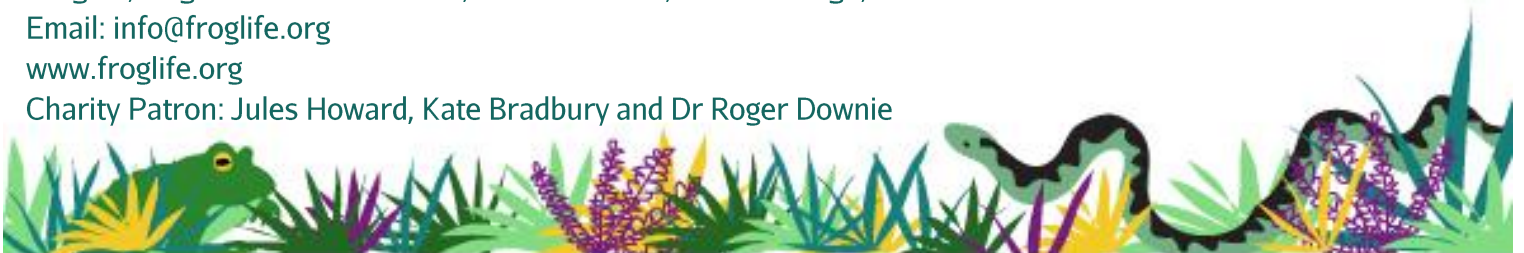
- Ensure that all activities as detailed in the Activity Plan and scheduled in the timetable are delivered in accordance with the plan and the timetable. The Project Manager, as well as managing the project, is also required to deliver activities.

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

Email: info@froglife.org

www.froglife.org

Charity Patron: Jules Howard, Kate Bradbury and Dr Roger Downie



- Recruit trainees and Project Assistant and ensure that trainee placements are operating in accordance with the existing trainee training programme. Provide relevant support to the trainees and Project Assistant.
- 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 the project is promoted widely and that the National Lottery Heritage Fund is recognised; support Froglife communications.
- 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.
- Ensure the project is evaluated effectively, keeping good evaluation data and liaising with Internal and external evaluators

Other duties

- Attend Staff Meetings
- Attend Senior Management Team Meetings and Trustee Meetings when required.
- Represent Froglife at relevant meetings.

Person Specification

Essential criteria

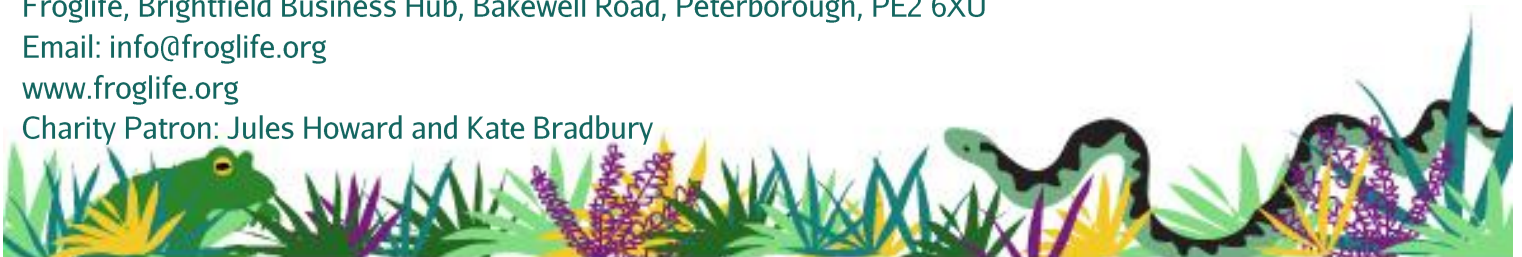
- Minimum three years' experience working within a related field preferably at a Project Manager level.
- Sound knowledge of the conservation sector, conservation issues and delivering public involvement conservation activities.
- Good knowledge of the three regions, demographics particularly in reaching 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.
- Experience in running activities with schools
- 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.
- Access to and willingness to use green transport, and access to vehicle to attend activities where green transport is not feasible.

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

Email: info@froglife.org

www.froglife.org

Charity Patron: Jules Howard and Kate Bradbury



Desirable

- Professional qualification in a conservation/ecology/wildlife-related field.
- Knowledge of amphibian and reptile ecology and conservation
- Able to undertake practical conservation work, such as digging ponds
- Communications skills, including social media
- Digital skills, including mapping and video editing

We are attaching a further information on the project.

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. We particularly welcome applications from individuals who live in one of the three identified regions.

Funded by: The National Lottery Heritage Fun, plus co-funders

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

Email: info@froglife.org

www.froglife.org

Charity Patron: Jules Howard and Kate Bradbury

