

JOB DESCRIPTION AND ROLE SPECIFICATION

Project Manager - Hickling Broad – 2-year Fixed Term Contract

ROLE PURPOSE

To provide co-ordination, management and oversight of the initiation and delivery phases of a project to deliver the Trust's vision at Hickling Broad and Marshes.

REPORTING TO: Strategy, Impact and Projects Manager

LINE MANAGEMENT OF THE FOLLOWING ROLES:

No specific line management responsibility is planned at this stage, although a high degree of matrix working, influencing and coordination with other roles will be required

OTHER WORKING RELATIONSHIPS

Within the organisation

CEO, Strategic Leadership Team, Fundraising, Nature Conservation & Engagement teams in particular.

Outside the organisation:

Local community representatives, local government representatives, funder representatives, Broads Authority representatives, Natural England representatives and other key stakeholders.

MAIN DUTIES

Project Management

1. Co-ordinate and deliver appropriate project governance structures for the project including the established project board.
2. Create and deliver structures and manage relationships in order to refresh a community-supported project vision, informed by the nature, engagement and financial aims of the Trust and input from the local community.
3. Create and deliver a comprehensive project plan to deliver the vision, together with other essential project documentation, in line with the Trust's project management framework.
4. Manage the delivery phase of the project ensuring that the various workstreams are delivered on time, on budget and to the specified quality. Provide regular and effective status reporting to senior leaders.
5. Manage the budget related to the project and maintain detailed costings and provide regular comprehensive reports.
6. Support and assist the Fundraising team with funding bids, providing written reports and financial information relating to the project as required.

7. Ensure that learning is gathered and applied throughout the project and provides a legacy and improved practices for future strategic projects.
8. Ensure that the on-going business model and operational management plans are established and transitioned to local management.
9. Model collaboration across the organisation, including (but not limited to):
 - Effective cross departmental collaboration across the workstreams ensuring that teams remain focussed on organisational outcomes
 - Effective delivery and implementation outside the Trust taking account of local community interests
10. Act as a representative of Norfolk Wildlife Trust in various external fora as required.
11. Undertake other ad hoc duties as reasonably requested by and/or agreed with the Strategy, Impact and Projects Manager.

PERSON SPECIFICATION

Essential:

- Extensive project management experience, particularly on projects with significant estates and facilities deliverables and a high level of local community interest.
- Excellent interpersonal skills, specifically in co-ordination and working across teams to deliver cross-organisational outcomes.
- A high degree of competence in the use of IT systems, particularly word processing, spreadsheets, presentations, and information management.
- Strong numeracy skills and experience in the compilation and management of complex project budgets.
- Excellent written and oral presentation skills and experience.
- Strong organisational and administrative skills.
- A strong commitment to nature conservation and the work of the Trust.
- Current driving licence

Desirable

- Project management qualifications.
- Experience of delivering projects to deliver visitor facilities and an exemplary visitor experience as well as engaging successfully with the local community.
- Sound understanding and technical knowledge of wildlife conservation and land management issues and methods as they apply to wildlife habitats.

LIMITS OF AUTHORITY

Sign purchase orders and commit expenditure to agreed limits.

HEALTH AND SAFETY

Attached with contract.

RISK ASSESSMENT

Provided with employment contract. Reviewed annually as part of Annual Appraisal