

NORFOLK WILDLIFE TRUST



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

Norfolk Wildlife Trust is entering into an exciting time as we approach our centenary celebrations in 2026 and implement our new strategy, expanding our vital work for Norfolk's wildlife.

As we work towards our objectives of abundant and thriving nature, and people valuing nature, across Norfolk, the Trust is planning a project to deliver a truly inspiring future vision for its site at Hickling Broad and Marshes. The project will include workstreams aimed at delivering outcomes for environmental, social and economic wellbeing for the reserve and the surrounding area.

To support his work, we are seeking a highly motivated and experienced Project Manager to join our Strategy, Impact and Projects Team. We are looking for an adaptable and pragmatic individual who can work collaboratively with teams across the Trust and in partnership with a wide range of stakeholders to develop and manage a project that will bring these workstreams together to deliver outcomes that will benefit the wider landscape and the local community long into the future.

The successful candidate will have strong experience in project management and a track record of successful delivery across a range of multidisciplinary projects along with excellent change management skills. Experience of successfully delivering projects in any one or a combination of the following areas would be advantageous: estates management, conservation management, visitor experience and / or community engagement, but we will be happy to consider applications from candidates with strong project management experience in other disciplines or sectors.

The role will be based at our Norwich headquarters, Bewick House, 22 Thorpe Road, and on site at Hickling, with a degree of home working available. The successful candidate will join a team of experienced project and programme managers and work closely with a range of skilled teams across the Trust.

We will be looking for this role to develop business cases, comprehensive project plans and other project documentation to support the delivery of the outputs and outcomes to time, cost and quality, considering resource availability across the teams and the Trust's ability to absorb change. We will be looking for someone able to see the 'big picture' for the project, designing the best overall model to ensure that requirements are delivered at the right time and that on-going support and management models are put in place.

Some of the deliverables will be managed directly by the Project Manager, whilst others will be managed locally within teams and supported by this role following the Trust's project management framework and reporting to the Strategic Leadership Team and Council.

Strong relationship management skills will be required enabling the Project Manager to model effective collaboration and engage successfully with internal and external stakeholders including staff, volunteers, suppliers, partner organisations and local community groups.

Excellent change management skills will be essential to ensure successful collaboration and implementation in cooperation with the local community and our partners.

Alongside the management of this key project, the Project Manager will work with team members to support colleagues across the Trust in following an organisation-wide approach to project management to deliver a range of other strategic initiatives, providing training, coaching and advice as needed.

A detailed job description and person specification is attached for information and to assist you with your application.

The salary range for the post will be £35,000 to £40,000 per annum based on experience.

We offer the following benefits:

- Competitive annual leave entitlement
- 8 % employer contribution to Aviva pension (2% employee minimum)
- Group income protection and death in service benefits (for pension members)
- Employee Assistance Programme
- Enhanced maternity, paternity and adoption policies
- Learning days
- All staff are eligible for free admission to our nature reserves and visitor centres.

NWT has a hybrid working policy in place and there is an expectation of regular weekly working from a combination of Head Office, (Bewick House, Norwich) and Hickling Broad, with some home working available. Core office hours are Monday to Friday, 09.00 to 17.00.

In addition, the postholder may need to be available for occasional evenings and weekend working for which reasonable time off in lieu will be granted.

Holiday entitlement is 25 days plus bank holidays. This increases by one day per year up to a maximum of 30 days.

Application Procedure

Candidates should apply by sending a copy of their CV, giving details of education, qualifications and employment experience. Please also supply contact details of two referees. You should also include a statement of application outlining why you consider yourself suitable for the post and what particular experience, skills and attributes you have which will enable you to fulfil the requirements of the job. It would help the selection panel if you refer to the duties and requirements of the job description enclosed in framing your statement.

Completed applications should be marked 'Private and Confidential' and e-mailed to recruitment@norfolkwildlifetrust.org.uk.

The closing date for receipt of applications is start of business (09.00 GMT) on **Monday 26th February 2024**. Applications received after that date will not be considered. Interviews will be arranged as applications are received.

We regret that we are unable to reply to all applicants due to the quantity of correspondence. We will only contact you if you have been selected for an interview.

If you have not heard from us by Friday 1st March 2024 you should assume your application has not been successful on this occasion.

Thank you for your interest in the role and the work of the Trust, good luck with your application.

Norfolk Wildlife Trust