



## **JOB DESCRIPTION AND ROLE SPECIFICATION**

### **Project Manager – Nature City Norwich – 3-year Fixed Term Contract**

#### **ROLE PURPOSE**

To provide project management, co-ordination and oversight of the Nature City Norwich project.

**REPORTING TO:** Head of Strategy

#### **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 – potential for line management as associated projects develop and go live.

#### **OTHER WORKING RELATIONSHIPS**

##### Within the organisation

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

##### Outside the organisation:

Steering group partners, Head of Environment (Norwich City Council), South Norfolk and Broadland and Norfolk Country Council project officers, local community representatives, local government representatives, funder 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 an established project steering group.
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 project and input from the local community.
3. Create and deliver a comprehensive project plan, together with other essential project documentation.

4. Manage the delivery phase of the project ensuring that the various workstreams and outputs are delivered on time, on budget and to the specified quality. Provide regular and effective status reporting to Project Steering Group, NWT Steering Group member and Norwich City Council.
5. Manage the budget related to the project and maintain detailed costings and provide regular comprehensive reports.
6. Ensure that learning is gathered and applied throughout the project and provides a legacy and improved practices for future strategic projects.
7. Ensure that the on-going business model and operational management plans are established and transitioned to local management.
8. Model collaboration across the wider project team, including (but not limited to):
  - Effective cross departmental collaboration across the workstreams ensuring that project team members remain focussed on project outputs and outcomes
  - Effective delivery and implementation with external partners and stakeholders taking account of local community interests
9. Act as a representative of Norfolk Wildlife Trust / Nature City Norwich project in various external fora as required.
10. Undertake other ad hoc duties as reasonably requested by and/or agreed with the Head of Strategy.

## **PERSON SPECIFICATION**

### **Essential:**

- Extensive professional project management experience, particularly on projects involving multiple partners and with a strong community interest.
- Excellent interpersonal skills, specifically in co-ordination and working across teams and partners to deliver cross-organisational outcomes.
- Excellent relationship management and stakeholder engagement skills.
- 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.
- Experience of managing externally funded projects and the associated reporting, claims and funder requirements relating to these.
- Excellent written and oral presentation skills and experience.
- Strong organisational and administrative skills.
- A strong commitment to and interest in nature's recovery.
- Current driving licence.

### **Desirable**

- Project management qualifications.
- Experience of working for or with Local Authority partners
- Knowledge and understanding of biodiversity issues, particularly relating to the urban environment.

We value respect, integrity, trust and responsibility. We want our people to be as diverse as nature itself and so we particularly encourage applications from those currently under-represented within our sector, including people from minority ethnic backgrounds and people

with disabilities. We welcome people of all backgrounds and levels of experience with nature, and continually strive to improve our culture and practices. We are committed to creating a movement that recognises and truly values individual differences and identities. Please let us know if you require any adjustment processes to make our recruitment process more accessible.

**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

*This post is funded by The National Lottery Heritage Fund through Nature Towns and Cities, a partnership between the Heritage Fund, Natural England and the National Trust.*