



JOB DESCRIPTION AND ROLE SPECIFICATION

Project Manager – Wilder Hickling

Fixed Term Contract - Part-time 3/5 – until 31 March 2028. With potential to extend and increase in hours dependant on securing funding for the project delivery stage.

ROLE PURPOSE

To provide project management, co-ordination and oversight for the development phase of Norfolk Wildlife Trust's Wilder Hickling project, a key strategic project to deliver the NWT's vision at Hickling Broad and Marshes.

The Wilder Hickling project focuses on Norfolk Wildlife Trust's Hickling Broad and Marshes, one of the UK's most important wetlands. We urgently need to enable the adaptation of its nationally important habitats to improve their resilience to climate change. These adaptations, along with recent acquisitions of property at Hickling Staithe and additional land at the reserve, are an opportunity to create a uniquely accessible gateway for people to the largest and wildest of the Norfolk Broads.

We will:

Create conditions to allow Hickling's habitats to adapt to future higher water levels, forming a 160Ha shifting mosaic of sustainably managed wetland benefitting breeding crane, spoonbill, marsh harrier, bittern, lapwing and swallowtail butterfly.

Connect more people to nature by creating 'experience arcs' from Hickling Staithe to NWT Hickling Broad and Marshes National Nature Reserve, substantially improving inclusive access to Broadland habitats and enabling visitors to immerse themselves in nature on both land and water.

NWT has been successful in securing funding from the National Lottery Heritage Fund for the development phase of this project.

REPORTING TO: Head of Strategy and accountability to Wilder Hickling Project Board

LINE MANAGEMENT OF THE FOLLOWING ROLES:

Direct line management responsibility for a Senior Projects Officer. A high degree of matrix working, influencing and coordination with other roles will also be required.

OTHER WORKING RELATIONSHIPS

Within the organisation

CEO, Strategic Leadership Team, Fundraising, Nature Conservation, Visitor Experience & 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

1. Work with project leads and sponsor to deliver the requirements of the Wilder Hickling development project (funded by the National Lottery Heritage Fund) on time and to budget.
2. Produce and maintain a comprehensive project plan, together with other essential project documentation, in line with the Trust's project management framework and funder requirements.
3. Manage the development phase of the project ensuring that the various workstreams are delivered on time, on budget and to the specified quality by the project team. Provide regular and effective status reporting to the Project Board, stakeholders and funders as required.
4. Manage the budget related to the project and maintain detailed costings and provide regular comprehensive reports. Work collaboratively with the Fundraising team and funders on the process to manage claims and change requests.
5. Create and deliver structures and manage relationships in order to develop a community-supported project delivery vision, plan and business case, informed by the ecological, engagement and financial aims of the Trust.
6. Co-ordinate and deliver appropriate governance structures for the project including an established project board and the required funder approvals as well as overseeing the required project delivery teams.
7. Coordinate the selection process, briefing and day to day management of external consultants and suppliers ensuring that they are well advised, NWT's requirements are met and the Trust obtains best value for money.
8. Support and assist the Fundraising team with managing the development phase funding bid and developing the delivery phase bid to the NLHF by providing written reports and financial information relating to the project as required.
9. Ensure that the business plan and operational management plans are developed by the appropriate teams and established under local management.
10. Work with the project evaluator to ensure that learning is gathered and applied throughout the project and provides a legacy and improved practices for future strategic projects.
11. 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
12. Act as a representative of Norfolk Wildlife Trust in various external fora as required.
13. Undertake other ad hoc duties as reasonably requested and agreed with line manager.

OTHER RELEVANT FACTORS OF THE JOB

Will be expected to work flexible and sometimes unsocial hours including weekends.

May be expected to use own transport on NWT business (with own business use insurance if applicable).

PERSON SPECIFICATION

Essential:

- Extensive project management experience on large, complex projects delivered by multidisciplinary teams with multiple demands on their time.
- Excellent interpersonal skills, specifically in co-ordination and working across teams to deliver cross-organisational outcomes.
- Excellent relationship management and stakeholder engagement skills across a diverse range of stakeholders and statutory consultees.
- A high degree of competence in the use of IT systems, particularly word processing, spreadsheets, finance systems, 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 or access to fully funded alternative transport to locations not served by public transport.

Desirable

- Experience of project management for a National Lottery Heritage Fund (NLHF) supported project
- Project management qualifications.
- Experience of using project management systems such as Microsoft Project.
- Experience of project development and delivery in one or more of the areas of conservation, visitor experience and/or capital projects including planning permission.
- Good understanding and technical knowledge of wildlife conservation and land management issues and methods as they apply to wildlife habitats.

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

