



JOB DESCRIPTION AND ROLE SPECIFICATION

Senior Projects Officer – Wilder Hickling

Fixed Term Contract Part-time 4/5 – 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 co-ordination and project management support to the project manager and teams delivering the development phase of Wilder Hickling a key strategic project for the Trust. Potential to directly manage specific workstreams that contribute to the overall programme.

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: Project Manager, Wilder Hickling

LINE MANAGEMENT OF THE FOLLOWING ROLES:

No line management responsibility, although a high degree of matrix working, coordination with other roles will be required.

OTHER WORKING RELATIONSHIPS

Within the organisation

Multi-disciplinary project teams and supporting services across the Trust.

Outside the organisation;

A wide range of stakeholders including key project partners, community groups, external consultants and suppliers.

MAIN DUTIES

1. Provide support in the management of the Wilder Hickling project, ensuring that it is delivered to scope, on time and within budget following the Trust's project management framework. Pro-actively support the project team to successfully deliver the project objectives, monitoring and escalating risks and issues as appropriate.
2. Work with project leads, the project sponsor and the project manager as appropriate to develop project plans, contributing to the development of briefs and providing accurate advice to consultants and suppliers, both internally and externally.
3. Support the planning and delivery of project meetings and workshops, ensuring they have a defined purpose, recorded outcomes and agreed actions and follow up.
4. Work with the Project Manager to provide regular reporting on the status of the project and support the ongoing monitoring and reporting to the project Board, senior management, funders and stakeholders.
5. Assist the Project Manager in building strong relationships with internal and external stakeholders, including staff, volunteers, partners, stakeholders, funders, community groups and suppliers.
6. Support the Project Manager in managing the project budget and financial reporting including cashflows, expenditure, and forecasting accurately.
7. Model collaboration across the organisation, including (but not limited to):
 - Effective cross departmental collaboration across projects
 - Effective delivery of projects working with external suppliers
8. Work with the Project Manager to ensure that the development phase is closed effectively, reporting and evaluation completed and there is a planned transition to the delivery phase.
9. Act as a representative of Norfolk Wildlife Trust as required.
10. Undertake other ad hoc duties as reasonably requested by and/or agreed with your 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:

- Proven project management skills and experience of working on a range of different projects as part of a multi-disciplinary team.
- Excellent communication and interpersonal skills, specifically in co-ordination and working across teams and in engaging with stakeholders to support project delivery.
- Experience in developing and coordinating project documentation and providing general project management support within a project management framework.
- A demonstrable high level of computer literacy with high competence in using the Microsoft Office suite and other presentation and reporting software.
- A self-starter with a strong sense of ownership and the ability to work independently, as part in a team, and under a matrix management model.
- Committed to delivering the work on time, on budget and to the required standard
- Good numeracy skills and experience in the monitoring and coordination of project budgets.
- Good written and oral presentation skills.
- Strong organisational and administrative skills.
- Current driving licence or access to fully funded alternative transport to locations not served by public transport.

Desirable

- 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 engagement, conservation, visitor experience and / or capital projects including planning.
- A strong commitment to nature conservation and the work of Norfolk Wildlife Trust.

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.

