

Job Description

Landscape Connections Project Manager

Team: Conservation Team

Reporting to: Nature Recovery Partnership Manager

Location: Harbour Office

Employment Type: Temporary (18mths) with Extension Subject to Continued Funding

Duration: Full Time

Hours per Week: 37 hrs

Salary Pay Band and SCP: Grade 10 (SCPs 29-32); £41,177 to £44,253



The National Lottery Heritage Fund

The Chichester Harbour Landscapes Connections Project is made possible with The National Lottery Heritage Fund. Thanks to National Lottery players, we have secured funding to recruit a Project Manager and carry out vital project development work to invest in our nature recovery efforts across the harbour landscape.

Primary Purpose

Leads with the delivery of the Chichester Harbour Landscape Connections development project.

Job Summary

- To deliver the Heritage Fund project in accordance with the funding bid and approved expenditure.
- To liaise with the Heritage Fund providing regular progress reports.
- To ensure effective delivery against targets set by the Director of Conservation.

Key Responsibilities

- To organise, commission and manage a series of Feasibility Studies, a Technical Report, a Design Report and a Strategic Study that will collectively advise on improving the natural environment and inform project delivery.
- To develop and initiate a timeline for securing the necessary permissions, licences and consents in preparation for the delivery of the associated nature recovery projects within a full capital funding bid.
- To research and prepare an Inclusion, Access and Participation Plan to prioritise under-represented groups to increase connectivity with the natural landscape, awareness of nature recovery initiatives/projects and instil a sense of personal well-being and guardianship for Chichester Harbour National Landscape.
- To be a budget holder for the Heritage Fund project and oversee the management of grants.
- To keep up-to-date records of progress and expenditure throughout the project, and provide regular updates and reports to the Nature Recovery Partnership Manager and Heritage Fund as required.

- To assist with the preparation of the capital funding bid to Landscape Connections, ensuring all accompanying paperwork is complete (Work Schedules, Budgets, Letters of Support, etc.) and the bid is submitted on-time and on-budget.
- To raise awareness of the project aspirations, making a positive contribution to the CHaPRoN Partnership.
- To maintain effective working relationships with landowners, community and voluntary groups, conservation partners, local authorities, government agencies, and any other relevant stakeholders.
- To prepare and undertake public presentations as required.

Other

- To undertake any other reasonable duties or tasks as directed by the CEO.
- To familiarise yourself with, and comply with all CHC policies, procedures and codes of conduct at all times.
- To comply with all health and safety policies and procedures, take reasonable care of their own health and that of others and report hazards, incidents and unsafe practices in accordance with the safety management system.
- To support occasional work experience and work placement opportunities.
- To drive forward a positive culture of continuous improvement.

Location and Working Pattern

- Predominantly at the Harbour Office, West Itchenor. There is a requirement to attend meetings and sites across the harbour on a regular basis and further afield occasionally.
- Flexible home working is possible within the constraints of the role.

Person Specification

Essential

- Relevant degree-level education (or equivalent) in a social or environmental science.
- At least three years' experience of working in conservation.
- At least three years' experience of capital works project management, for example in commissioning and acting upon feasibility studies, technical reports, etc.
- Experience of applying for statutory permissions and consents for environmental projects.
- Budget management experience.
- Experience of managing tender processes for the appointment of contractors.
- Knowledge and understanding of the natural environment of the coast.
- Experience of partnership working with a wide range of stakeholders, partners, contractors and consultants.
- Knowledge of effective strategies to encourage inclusion, access and participation.
- Report writing skills.
- Organised and able to work on own initiative or as part of a multi-disciplinary team.
- High standards of literacy, numeracy, oral and communication skills.
- ICT skills with good working knowledge of Microsoft Office.

Desirable

- Awareness of working in a natural harbour.

Reporting Structure

- Reports to: Nature Recovery Partnership Manager
- Reports on: /

Benefits

- Member of local government pension scheme.
- Employee benefits scheme.
- Local benefits.