



JOB DESCRIPTION

JOB TITLE	Dorset Peat Partnership Project Manager
TEAM	Nature-based Solutions
GRADE	E
RESPONSIBLE TO	River Catchment Manager, and reporting to steering group
RESPONSIBLE FOR	Contractors, Volunteers, Students, if utilised

OVERALL ROLE

The post is funded by the Nature for Climate Peatland Discovery Grant with an over-arching aim to unlock barriers to peatland restoration and is hosted by Dorset Wildlife Trust.

The post is the lead delivery role for the newly-formed Dorset Peat Partnership and you will be responsible for gathering the information needed to apply for future rounds of the Peatland Restoration Grant. You will lead the investigation and development of opportunities for mire restoration on a suite of sites within southeast Dorset. You will work with partners and land owners/managers of some 75 sites to build support, establish baselines, assess feasibility of restoration and produce a shared, co-created costed implementation plan for mire restoration across the Dorset Heaths. You will work closely with the Dorset Peat Partnership to prioritise sites for restoration and co-ordinate bids for the next funding rounds.

MAIN RESPONSIBILITIES

1. Lead officer for Dorset Peat Partnership

- Ensure the partnership establishes effectively within the wider Dorset Catchment Partnership family. Engage partner organisations and individuals beyond the initial group.
- Build capacity within the partnership, drawing from existing skillsets to share knowledge, as well as learning from other projects.
- Build relationships with owners and managers of peatland sites, connecting them with the partnership and securing permission for feasibility work.

2. Commission and oversee baseline survey reports

- Commission surveys and manage contractors and others undertaking a suite of baseline work. Ensure procurement is in line with required procedures (grant terms and organisational policy), methodology to standard and reporting timely.
- Manage the budget for baseline work and co-ordinate the use of any equipment acquired by and/or shared with the project.
- Ensure completion of baseline ecological surveys to agreed methodology.
- Commission historic environment assessment reports where required, in partnership with site owners.
- Develop understanding of impacts of potential restoration works on the water environment and flood risk and work with flood risk specialists as required.
- Produce a baseline report on peat area and condition for the sites assessed and use this to model calculate carbon emissions and potential for change with restoration.





3. Volunteer management

- Work with partners to recruit, train and support volunteers (anticipated 15-25 people) for appropriate roles in assisting with data gathering.
- Produce clear information for volunteers and partner staff about the project and how they will be helping and ensure timely reporting of their data.
- Ensure that health and safety requirements are met at all times.

4. Manage requirements for permissions and consents

- Where required for baseline surveys, work with Natural England to gain consent for monitoring equipment to be installed on designated sites.
- Where restoration work may require consents, ensure early engagement with relevant authorities and secure necessary permissions in time for any restoration grant applications.

5. Explore opportunities to bring in private and matched funding for peatland restoration

- Work within both Peat and Catchment Partnerships to share knowledge of potential funding opportunities, particularly opportunities for private finance.
- Develop opportunities and seek funding for restoration, potentially to match future bids.

6. Co-ordinate production of a restoration plan

- Use the results of baseline studies, consultation, carbon calculator and site prioritisation to assess feasibility and benefits (ecological and carbon) of restoration for each site.
- Produce a phased and costed implementation plan with digitised site maps for use in submission(s) to Defra's Peatland Restoration Grant Scheme round 3 (2023).

7. Communications

- Responsible for clear and timely communications about project activities with funders, partners, landowners, volunteers and communities.
- Establish an engagement plan for the project including a range of community awareness raising events across at least 10 sites. It is anticipated that these events will be run in conjunction with existing partner engagement programmes.
- Act as spokesperson for the project when required, including in written, broadcast and social media and in advocacy with potential partners and funders, including at senior level.

8. Reporting and monitoring

- Keep accurate records, monitor progress against project milestones, ensure any problems are addressed and the project monitored against risks.
- Report to funders, the partnership steering group and internally.





Other Duties

All Dorset Wildlife Trust staff are expected to:

- Undertake any other duties appropriate to the post as delegated by the line manager.
- Contribute to other Dorset Wildlife Trust activities when required, to deliver the aims of the Strategic Plan.
- Engender a culture of membership recruitment within the team.
- Abide by organisational policies and procedures laid down in the Staff Handbook, including promoting equal opportunities particularly with regard to volunteer work.
- Ensure that Health and Safety policies and procedures are met in all aspects of the role.

Some evening and occasional weekend working may be required with time off in lieu. There also will be periodic travelling within the county with occasional journeys further afield; DWT pool cars are available but use of own vehicle is also likely to be needed. A valid driving licence is a requirement of this position. Overnight stays are only rarely required.

PERSON SPECIFICATION

Area A	Experience
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- Conservation of UK biodiversity (essential)
- Conservation advocacy to different audiences (essential)
- Land manager and community engagement (essential)
- Project development, planning and management (essential)
- Relationship/partnership development (essential)
- Commissioning and managing contracts (desirable)
- Practical management of lowland peatland/mire habitats (desirable)
- Budget development and financial management of projects (desirable)

Area B	Knowledge
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- Wildlife conservation framework within the UK (essential)
- Nature-based solutions and their benefits for wildlife, for other environmental assets and economic and social benefits (essential)
- Lowland heathland and mire habitats, their ecology and the land uses that influence them (essential)
- Wildlife law and policy, in particular as relevant to Dorset's heathlands and their key species and the water environment (essential)
- Understanding of peat soils, carbon and relevant hydrological processes (desirable)
- Understanding of relevant historic environment issues (desirable)

Area C	Skills
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- Excellent communication and presentation skills, both verbal and written (essential)
- Negotiating and influencing skills (essential)
- Excellent time management, prioritisation and ability to meet deadlines (essential)





- Full driving licence (essential)
- Innovative thinking and demonstrable skills in developing creative opportunities (essential)
- Good IT skills, including GIS (essential)

Area D	Personal qualities
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| <ul style="list-style-type: none">▪ High personal standards & pride in quality of work▪ Enthusiasm and self motivation▪ Tact, diplomacy and integrity▪ Flexibility▪ Self motivated▪ Numeracy | <ul style="list-style-type: none">▪ Attention to detail▪ Able to engage well with anyone▪ Commitment to nature conservation▪ Able to find solutions to setbacks▪ Presentable appearance when required▪ Initiative▪ A team player |
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Director signature:

Date:

Postholder signature:

Date:

