

## **JOB DESCRIPTION**

<b>JOB TITLE</b>	Project Manager – Species Survival
<b>TEAM</b>	Nature Recovery
<b>GRADE</b>	E
<b>RESPONSIBLE TO</b>	Conservation Director
<b>RESPONSIBLE FOR</b>	Project staff, Trainees, Contractors, Volunteers

### **OVERALL ROLE**

Take a lead on delivering a major wildlife conservation initiative; ‘Making Space for Nature in Dorset’, which is supported by the Government’s Species Survival Fund. Working with the project team and local contractors, be responsible for the delivery of habitat restoration and creation works, access improvements and installation of interpretation across a set of 18 nature reserves in Dorset. Within a two-year project framework, liaise with funders and project partners to manage financial and practical activity, writing reports, and ensuring the project has a high public profile, that inspires others to act for wildlife.

#### **I. Key responsibilities**

- Be the project leader for the delivery of practical tasks set out in the Making Space for Nature initiative aimed at creating and enhancing wildlife habitats across 18 nature reserves in Dorset.
- Take direct-line management of project staff and provide leadership and co-ordination for other staff, trainees and volunteers working on the project.
- Ensure that priority actions are set out in quarterly work programmes and are completed in a timely fashion, keeping colleagues and funders up to speed with delivery progress.
- Working with the project team, plan and design project interventions, applying for any relevant consent, and allocating appropriate resources for delivery.
- Engage and be responsible for working with contractors to achieve project management plans on the ground, ensuring completion to the desired specification, on time and value for money.
- Plan for and implement a positive and safe visitor experience to the project sites by delivering access improvements, eyesore removal and interpretation works.
- Responsible for the project’s compliance with health and safety policies, ensuring appropriate and safe working practices by staff, trainees, volunteers and contractors is followed at project sites, for which a thorough understanding of and input to DWT’s health and safety procedures is essential.
- Work with the team and DWT Ecologist to help demonstrate effective management by collation of evidence through appropriate biological and management recording and monitoring systems on reserves. Engage and liaise with an external evaluation consultant to assess the relative success of the project.

- Monitor and manage project budgets and contribute to project reporting, with oversight from the Director of Conservation, ensuring expenditure is on budget and provides good value for money.
- Make purchases of tools, equipment and other resources and ensure all work areas, vehicles, tools and equipment are maintained in good state and safe and secure condition.

## **2. Other responsibilities**

- Liaise with a Project Steering Group, and relevant DWT Committees to provide updates and receive guidance. Liaise with partner organisations, external agencies, councils and other bodies.
- With the project advisor, promote good public relations with neighbours, visitors and members and ensure the project team play a strong role in this.
- Work with DWT Marketing Team to secure good public support, engagement and understanding for the project.

## **3. Dorset Wildlife Trust Duties**

All 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 public engagement and 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 may be periodic travelling within the county with occasional journeys further afield; Project vehicle available but own vehicle may be needed. A valid driving licence is a requirement of this position. Overnight stays are only rarely required.

## **PERSON SPECIFICATION**

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### **Area A Experience**

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The post holder will be expected to have relevant experience in the following areas:

- Management of complex projects (essential).

- Management and development of staff, trainees and volunteers (essential).
- Management of contractors (essential).
- Management of project budgets (essential)
- Habitats and species surveying and monitoring (desirable)
- Relationship/partnership development (desirable)
- Provision of conservation advice to land managers and/or community groups (desirable)
- Conservation and management of biodiversity, including a broad range of practical management skills, development of management plans and work programmes (desirable)

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**Area B      Knowledge**

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The post holder is expected to have the following:

- Project Management systems and processes (essential)
- Safe working practices, health and safety legislation and implementation (essential)
- Wildlife conservation frameworks within the UK (essential)
- Understanding of conservation working practices (desirable)
- The concept and implementation of landscape-scale conservation (desirable)
- Natural history and ecology, wildlife survey and habitat management techniques (desirable)
- Species and habitats in Dorset and the policies and land uses that influence them (desirable)

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**Area C      Skills/Qualifications**

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The post holder will require the following skills/qualifications:

- Relevant work experience (c5 years) or suitable qualification in a relevant discipline plus work experience (essential)
- Good personnel management and interpersonal skills (essential)
- Excellent communication and presentation skills, both verbal and written (essential)
- Excellent time management, prioritisation and ability to meet deadlines (essential)
- Full driving licence (essential)
- Negotiating and influencing skills (desirable)
- Good IT skills including Excel, Powerpoint and MapInfo (desirable)
- Ability to work in a team and under own initiative

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**Area D      PERSONAL QUALITIES**

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Enthusiasm and self-motivation.

Tact and diplomacy.

Presentable appearance when needed.

Attention to detail.

Flexibility.

Sense of humour.

Self discipline.

Resilience

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