

## **JOB DESCRIPTION: Community Wildbelt Project Manager**

**Responsible to:** Head of Conservation

**Location:** Office in Chesham/flexible work, with regional travel (using own transport)

**Contract type:** Full time fixed term 12-month contract 37.5 hours (inc. some evenings/weekends)

**Responsible for:** supervision of volunteers, managing contractors and consultants

**Salary:** £30,000 with 25 days holiday plus bank holidays

### **Introduction**

The Community Wildbelt project aims to develop a sustainable approach to delivering joined-up nature conservation at the local level through volunteering. The foundation of the project will be supporting and facilitating volunteers in taking practical and positive action at a local level that directly supports wider regional and national strategies for Nature Recovery.

This initial 12-month development stage is funded by The Rothschild Foundation and Buckinghamshire Council and will focus on a project area around Wendover and Tring in south Buckinghamshire. Working closely with parish councils, local communities, volunteers and a wide range of partner organisations, such as statutory bodies and wildlife groups, the Project Manager will lead the development of this exciting project - building wide support and strong foundations for the delivery stage of the project across a wider project area.

### **Purpose:**

The main purpose of this role is to lead the development of the Community Wildbelt Project and the production of a viable 5-year delivery plan for the project, to time and budget.

### **Key Accountabilities:**

#### **1. Develop strong partnerships**

- Build a strong partnership, by gaining support and commitment, from parish councils and local communities to establish a practical and sustainable model for delivering local nature recovery projects through volunteering.
- Engage stakeholders in the project and communicating it's aims to a wide range of audiences.

#### **2. Develop a volunteer network**

- Create a volunteer network to provide meaningful support to local volunteers through events, training, knowledge and resource sharing.
- Scope existing nature conservation projects and organisations across the project area

#### **3. Inspire, engage and facilitate local communities**

- Develop, coordinate and deliver local nature conservation projects (with the support of existing volunteers and CS Ranger)
- Devise and deliver citizen science activities to support mapping of opportunities.
- Work with CS Volunteer Coordinator to recruit, induct and train key volunteers to deliver local conservation projects.
- Attend relevant meetings and local events to represent the Chiltern Society and promote the Community Wildbelt Project.

- Build awareness of the project through social media activities, press releases and talks and manage communications with all stakeholders.

#### **4. Develop a strategic approach**

- Work closely with key strategic partners to ensure alignment with local and regional nature recovery policies, plans and projects.
- Create a shared vision for the project and identify key audiences.
- Explore opportunities for developing parish nature recovery plans in the context of regional strategies and plans.
- Design and pilot parish level nature recovery opportunity plans and toolkit in partnership with parish councils and the local community and other partners.

#### **5. Secure a sustainable legacy**

- Produce a sustainable 5-year project delivery plan.
- Assist with securing funding for the delivery of the 5-year project plan.
- Report to funders and other stakeholders.

The Project Manager will also:

- ensure all work meets with legal requirements, including health and safety and GDPR, and that required policies and procedures are followed.
- work flexibly and responsively, taking on new responsibilities as appropriate in line with CS organisational requirements appropriate to the post.

**NB** All employees will be expected to comply with the Chiltern Society's terms and conditions, rules, policies, procedures, codes of conduct, values, quality standards, authorisation processes, risk management policies etc. and relevant external regulations.

*See over for Person Specification*

<b>Person Specification</b>	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications and Skills</b>		
A degree, or equivalent in a relevant subject	✓	
Strong written skills with an ability to prepare project plans, proposals and reports	✓	
Excellent project management skills with a proven ability to plan, manage and deliver projects effectively on time and to budget	✓	
Excellent organisational skills, with ability to manage own workload, use initiative and work to tight deadlines	✓	
Excellent communication skills with the ability to influence people and to make effective presentations that engage and inspire a wide range of audiences	✓	
Competent with office IT	✓	
Current UK valid driving licence	✓	
First aid trained		✓
Use of GIS software		✓
<b>Experience</b>		
Experience of project development and delivery	✓	
A knowledge and understanding of nature conservation and particularly 'Nature Recovery Networks'	✓	
Experience of managing volunteer projects including recruiting, supporting and developing volunteers	✓	
Experience of designing projects and delivering events that engage and inspire local communities in wildlife and the environment	✓	
A proven track record of forging and sustaining long-lasting partnerships with a wide range of organisations, communities and individuals	✓	
Knowledge of the Chilterns landscape		✓
Understanding of citizen science and monitoring of wildlife		✓
Experience of developing and managing budgets		✓
Experience of project promotion through a variety of materials and media including digital platforms		✓

Experience of working in the charity sector		✓
<b>Abilities and Personal Attributes</b>		
Confident, well organised self-starter who is able to work on their own initiative with limited support	✓	
A personable and professional manner with the ability to relate to and collaborate with a wide range of people	✓	
A team player with a conscientious and flexible attitude to work and a willingness to support colleagues in achieving the broader aims and objectives of the organisation	✓	
Ability to work alongside volunteers to achieve shared outcomes	✓	
Able to work outside normal working hours, including occasional evenings and weekends	✓	
Access to own vehicle for work purposes	✓	
An understanding of the role and value of volunteers in delivering positive outcomes at the local level		✓
Ability to think strategically and operationally at both the regional and local levels		✓