

JOB DESCRIPTION: Community Wildbelt Project Manager

Person Specification	Essential	Desirable
Qualifications and Skills		
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		✓
Experience		
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		✓
Abilities and Personal Attributes		
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		✓