

# Job Description



**Scottish  
Wildlife  
Trust**

<b>Title</b>	Project Manager – Creating Natural Connections
<b>Contract length</b>	Full time (35 hours per week) until March 2023, likely extension to September 2023 and possibly beyond dependent on funding
<b>Based</b>	Cumbernauld
<b>Dept/Region</b>	Conservation, Cumbernauld Living Landscape
<b>Line Manager</b>	Living Landscape Programme Manager

## Our Mission

For over 50 years, the Scottish Wildlife Trust has worked with its members, partners and supporters in pursuit of its vision of healthy, resilient ecosystems across Scotland's land and seas. The Trust successfully champions the cause of wildlife through policy and campaigning work, demonstrates best practice through practical conservation and innovative partnerships, and inspires people to take positive action through its education and engagement activities. It also manages a network of around 120 wildlife reserves across Scotland and is a member of the UK-wide Wildlife Trusts movement.

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## Our Values

- We are pioneers
- We are always learning
- We act with integrity
- We are evidence-based
- We are impact focused
- We are collaborative

## Overall Purpose of the Role

The purpose of the Project Manager role is to lead the delivery of the NLHF-funded Creating Natural Connections project. The vision of this project is to put nature at the heart of Cumbernauld by:

- 1) supporting a community network that connects a wide range of people to nature
- 2) improving the quality of Cumbernauld's wild land for people and wildlife

## Main Objectives

### Staff Management

- Lead and support the team of CNC Project Officers to deliver all aspects of the project, in accordance with the Creating Natural Connections project plan
- Responsible for line management of two direct reports, including daily support, regular goal-setting and appraisal, and task manage a further two staff hosted in a partner organisation
- Liaise with the relevant Scottish Wildlife Trust team leads on the activity of core staff that are contributing to delivery of the project, including members of the reserve team, knowledge and evidence.

### Project Management

- Coordinate the delivery of habitat and access projects across Cumbernauld, on land owned by the Scottish Wildlife Trust and North Lanarkshire Council
- Support and lead on tendering for contractors to deliver project works
- Support the team to ensure all project data is reported via the central tracking spreadsheet
- Monitor project progress and adapt methods to ensure outcomes are being achieved
- Work closely with project staff and partners to identify and control risk
- Review project impact and communicate this with stakeholders and funders
- Organise regular meetings for the CNC team, steering group and project board
- Review ongoing government guidance around the coronavirus pandemic and assess how this will impact project delivery and progress, agreeing changes with funders, the project working group and project board as appropriate

### Financial Management

- Manage the overall budget of approximately £2,000,000 ensuring the project stays within budget and regular financial reports are supplied to the project board, funder and Trust staff.
- Ensure all funder reports are produced on time and to specification.
- Support the project finance and admin officer in their work planning

### Legacy Planning

- Communicating the benefits with partners, funders and key stakeholders
- Building strong relationships with local stakeholders
- Maintaining a high profile for the project within local community and project partners
- Securing follow on funding for legacy activities

### Communications

- Oversee communications outputs and ensure that all target audiences are engaged
- Engage in advocacy of the Project Vision to key decision makers
- Lead on overall strategic development of the flagship event and any associated promotional activity

## Key Internal & External Contacts

### External

- Liaise closely with the partners in the Creating Natural Connection Project Group and Project Board to ensure that the decisions made have the full support of the partnership.
- Liaise with contractors and suppliers to ensure procurement and contractual obligations are met
- Liaise regularly with the funders and monitor at NLHF
- Communicate with local stakeholders and partners in Cumbernauld
- Liaise closely with Project Officers and Trainee that are employed on the project and hosted by TCV, and

work closely with their line managers

#### Internal

- Line manage Project Officer and Trainee
- Work with internal Scottish Wildlife Trust project team to include the Cumbernauld Greenspaces Reserve Manager, Volunteer Development Officer, People and Wildlife Manager, Head of Business Development, Grants Fundraising Manager, Finance Department
- Report to the Living Landscapes Programme Manager to ensure activities remain consistent with the Trust's Living Landscapes strategy
- Communicate with project managers and the Living Landscapes team within the Trust to develop and promote best practice

### Experience

#### Essential

- Substantial experience and knowledge of the environment, conservation and biodiversity, which may include an HND/degree in a relevant discipline
- Experience of managing natural heritage projects, and/or a project management qualification
- Experience of working with communities, landowners, contractors and the public sector
- Experience of partnership working and managing budgets
- Experience of managing a team of staff, both with and without line management responsibility
- Leadership ability, able to lead without line management authority
- Able to work under pressure and adapt to changing circumstances.
- Able to persuade and influence a wide range of people, both internally and externally
- An ability to produce clear written communications
- Good organisational and reporting skills
- Good IT user to track and manage complex information
- Strong communication skills, both verbal and written

#### Desirable

- Knowledge of wildlife conservation and the work of natural heritage conservation organisations

Key competencies	Essential	Desirable
Technology and knowledge (IT)	•	
Organisation and planning	•	
Communication (writing/spoken)	•	
Problem Solving	•	
Judgement	•	
Management	•	
Teamwork	•	
Commitment to organisational culture,	•	

values and vision		
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<b>Additional Requirements</b>	<b>Essential</b>	<b>Desirable</b>	<b>Not applicable</b>
Right to work in the UK	<b>x</b>		
Full Driving Licence	<b>x</b>		
Protection of Vulnerable Groups membership		<b>x</b>	
First Aid Certificate			<b>x</b>
Credit Check		<b>x</b>	

<b>Author</b>	Dr. Cathleen Thomas	<b>Date</b>	4 July 2022
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## ... Team Structure

