

West Dorset Wilding: Job Description

Landscape Recovery Project Manager

Job Title:	Landscape Recovery Project Manager	Reports to:	Executive Director
Project budget:	£750k	No of direct reports:	1 x 0.4 FTE
Location:	Office based near Bridport and on-site within Dorset area		
Flexibility:	Some homeworking will be possible as agreed with line manager. Flexibility regarding some working hours may be required in terms of attending evening and weekend events.		

Job Purpose

The purpose of the job is to manage the delivery of the two-year, £750k, Project Development Phase of our Landscape Recovery project; the Brit Catchment Recovery Project.

The deliverables of this phase are seven specific plans, covering areas of work from land-use change through to stakeholder engagement. These plans will set out the vision for large-scale improvements to nature over nearly 4,000 ha of land in Dorset over the subsequent 20+ year period. These plans will include defining how much money is needed to pay farmers to undertake this work, and how it will be monitored and verified over that period.

As well as having their own deliverables, the Project Manager will work closely with the rest of the team on their areas of work, and ensure all work is proceeding according to plan and budget.

Responsibilities & Duties

The PDP stage of Landscape Recovery is about bringing to life the project's vision for large scale improvements to nature over a 20+ year implementation phase. To achieve this, the team has to write seven specific plans over two years, which together set out a viable and coherent proposition for the government and private funder to support. You will manage this process, which breaks down as follows:

Project management and monitoring

- Use appropriate online Project Management tools as appropriate
- Coordination of project activities – including clear, long-term and inclusive scheduling
- Undertake allocation of resources – financial and human, including volunteers

- Lead on developing the Project Management and Governance Plan and the Monitoring and Evaluation Plan – two of the seven required project Plans
- Lead on risk management – risk is everyone’s concern, but you will create/own the risk register
- Develop business plan and blended finance model with Project Director – one of the deliverables of the project, which will involve working with the potential investors
- Lead on delivery of specific studies – including work on hydrology, heritage and woodlands

Financial management and administrative oversight

- Ensure that we are spending to budget, that submitting quarterly claims on time and with all necessary supporting information
- Oversee timely, fair, on-budget and value for money procurement
- Lead on farmer and landowner support fund development – support fund dispersal mechanism

Communications

- Work with media as needed alongside the Project Director
- Provide engaging copy for newsletters
- Give talks about the project – including to farmers, the general public and other stakeholders
- Landowner liaison in support of the work being done by others in the team
- Collaboration with colleagues from partner agencies and other LR projects

Management & Support

- Support the Project Officers, Land, with GIS and data management – GIS is *the* essential tool for the project
- Line management of the project administrator – the 0.4FTE administrator will report to you
- Office management – helping to keep our shared space a good and positive working environment
- Other related tasks as so directed by the Executive Director or Trustees of West Dorset Wilding.