

West Dorset Wilding: Job Description

Landscape Recovery Project Coordinator

Job Title:	Landscape Recovery Project Coordinator	Reports to:	Executive Director
Project budget:	£750k	No of direct reports:	0
Location:	Office based near Bridport and on-site within Dorset area		
Flexibility:	Some homeworking will be possible as agreed with line manager, but this is primarily an office based role. Flexibility regarding some working hours may be required in terms of attending evening and weekend events.		

Job Purpose

The purpose of the role is to support the Project Director and Team in overseeing and coordinating the development of the Brit Catchment Recovery Project Development Phase.

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.

Specifically, we need a talented and flexible individual to have oversight of the Plan development process, to ensure the links between them are being made, and to ensure that the work is on track, to budget and of a sufficient quality. This person will be the 'glue' that links all the work programmes and the team members together to deliver the overall PDP objectives and will work with team members to ensure that our systems and tools are used effectively. They will also play a key role in reporting to our funder, so in addition to outstanding people skills we need someone who is highly organised, IT literate, has strong finance skills, and a flexible and agile approach to project delivery.

Although having experience of the nature conservation or farming sector is not essential, it would be an advantage as you will need to liaise closely with our Project Partners and other external stakeholders in the sector, as well as the wider community.

Responsibilities & Duties

Yours is a coordination role supporting the whole team in bringing about their work areas, and having some specific areas of responsibility of your own.

Project management and monitoring

- Tracking, monitoring and contributing to the seven project plans, working closely with other team members to ensure that the plans are linked.

- Use online Project Management tools (including a CRM) as appropriate
- Coordination of the Project Steering group and wider project Partner meetings – including clear, long-term and inclusive scheduling
- Work with the team to ensure fair and effective allocation of resources – financial and human, including volunteers
- Support the Project Director on developing the Project Management and Governance Plan and Blended finance and business Plan model
- Lead on risk management – risk is everyone’s concern, but you will create/own the risk register
- Support delivery of specific studies as needed – including work on hydrology, heritage and woodlands

Financial management and administrative oversight

- Work with the Project Director and Administrator to ensure that that we are spending to budget and submitting quarterly claims on time and with all necessary supporting information
- Work with the team to ensure 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/other media
- 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 rest of the Team in delivery of events and coordination of activities
- 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.