

Job Description

Job title

New Life on the Old West Project Manager



Overall purpose of the job

To manage the successful delivery of the New Life on the Old West landscape scale natural heritage project.

Main tasks

1. Ensure that all planned habitat enhancements have been completed successfully in line with agreed planning consents and that landowners are managing them in line with their agreed management and maintenance plans. Where any outstanding (or remedial) works are needed, oversee these through to successful completion, ensuring that suitable management and maintenance plans are drawn up and communicated to landowners.
2. Work alongside the Natural Heritage & Communities Officer to deliver a planned community engagement programme of training and volunteering, citizen science, public events, open for nature days and learning activities so that NLOW key audience types can effectively take part in the project.
3. Maintain excellent relationships with landowners, parish councils, natural heritage groups, volunteers, and local community groups through attending meetings, giving presentations, delivering training on management of green space for wildlife and enable the facilitation of peer learning opportunities between all partners and communities.
4. Develop and oversee the implementation of a marketing strategy for the remaining duration of the project, ensuring that outputs are effective in engaging communities and volunteers to take part.
5. Reinvigorate a programme of citizen science where volunteers can undertake robust surveying and monitoring of the impact of the project's habitat improvement work on key fenland species.
6. Develop a Legacy Plan for the project and contribute to the development of a follow-on project that will continue the community-led conservation work across this landscape.

7. Manage the New Life on the Old West Natural Heritage & Communities Officer following Cambridgeshire ACRE management and employment policies and procedures.
8. Undertake the administration of the project, keeping accurate and ordered project records, working with Cambridgeshire ACRE finance colleagues to manage the budgets and invoicing, and reporting on project progress and expenditure to the NLHF.

Safeguarding commitment

We are committed to safeguarding and promoting the welfare of children and young people and/or vulnerable adults. We require you to understand and demonstrate this commitment.

Person Specification

Qualifications, knowledge, skills and experience

Minimum level of qualifications required for this job:

Qualification required	Subject	Essential / Desirable
Level 6 qualifications including degree with honours or ordinary degree without honours, Level 6 NVQ, Level 6 Diploma or Certificate, Degree Apprenticeship or equivalent experience in a relevant field.	Topic areas applicable are conservation, countryside management, heritage management and/or community outreach work.	Essential

Minimum levels of knowledge, skills and experience required for this job:

Identify	Describe	Essential / Desirable
Knowledge and experience		
Policies and practices	Knowledge and understanding of what biodiversity and habitat enhancement programmes are trying to achieve.	Essential
Leading, mentoring people, organisations and partners	Experience of presenting information to stakeholders, voluntary and community groups.	Essential
	Experience of working with volunteers and delivering volunteering programmes.	Essential
Multi-agency partnership working and relationship management	Knowledge of effective partnership working techniques at multiple levels including an understanding of the organisational structures of public, private and voluntary sector.	Essential
Community engagement and participation	Knowledge of effective engagement and participation tools in community development.	Essential

Identify	Describe	Essential / Desirable
Project management	Knowledge of project management techniques to deliver projects to time and budget.	Essential
	Experience of managing and administering complex programmes of work involving multiple partners.	Essential
	Experience of putting in place best practice measures in respect of health & safety,	Essential
Data and information gathering	Knowledge of how to collect qualitative and quantitative data.	Essential
Financial management	Knowledge of budget setting and management.	Desirable
Marketing and promotions using digital communications	Experience of managing social media channels.	Desirable
	Experience of organising online and in-person events.	Essential
	Experience of writing blogs and other online content to promote your work and that of the organisation.	Essential
Working with communities	Experience of working with local councils, community groups and volunteers to support community-led actions and to help them achieve their goals.	Essential
	Experience of developing and running networks of people and community members, both online and in-person.	Essential
Managing people and teams	Experience of line managing staff.	Essential
Equality, diversity and inclusion	Demonstrate an awareness and understanding of equality, diversity and inclusion and how this applies to this role.	Essential
Safeguarding	Demonstrate an understanding of the safe working practices that apply to this role. Ability to work in a way that promotes the safety and wellbeing of children and young people/adults (as applicable to the role).	Essential

Identify	Describe	Essential / Desirable
Skills and personal qualities		
Leadership	Ability to empower project team members and colleagues in achieving shared goals.	Essential
Strategic thinking	Able to contribute practical and innovative ideas to find solutions to challenging problems on project delivery.	Essential
Communication	The ability to be able to supply written information to support the collation of presentations, reports, and other written documentation.	Essential
	Proven verbal communication and relationship management skills.	Essential
	The ability to initiate, develop and manage complex partner, community and stakeholder relationships.	Essential
	Ability to represent the organisation with a range of partners at the equivalent level to the role and on occasion represent the team manager if needed.	Essential
	Ability to support the delivery of group work or training when necessary as well as facilitate local engagement activities.	Essential
	Political astuteness and sensitivity, communicating with diplomacy and tact.	Essential
Administration	Ability to use Microsoft Office applications such as Outlook, Word, Excel and PowerPoint and to undertake web-based research.	Essential
	Ability to use Microsoft Teams for work collaboration.	Essential
	Ability (or willingness to learn) to use HubSpot for online record keeping.	Essential
Self-management	Proven ability to prioritise, plan and manage deadlines.	Essential

Identify	Describe	Essential / Desirable
	Ability to maintain attention to detail even when working under pressure.	Essential
	Ability to keep own personnel records and timesheets updated using the systems supplied.	Essential
	Willingness to participate in training and acquire new skills, being able to develop the role as the work progresses.	Essential
	Ability to travel around the county to attend meetings and events, including some evening and weekend work.	Essential
	Ability to use own initiative and to be proactive.	Essential
	Strong collaboration and influencing skills and the ability to advocate for the organisation's priorities and work as a multi-agency team.	Essential
Managing people and teams	Ability to instill confidence in staff and have confidence in staff to allow them sufficient freedom to act on their initiative to solve problems close to their source.	Essential

Disclosure level

What disclosure level is required for this post?	<input checked="" type="checkbox"/>	None	<input type="checkbox"/>	Standard
	<input type="checkbox"/>	Enhanced	<input type="checkbox"/>	Enhanced with barred list checks

Other key information about this job

Who the role reports to:	Chief Executive
Working hours:	35 hours per week, which may include some evening or weekend work. Cambridgeshire ACRE operates a flexible working system.
Office base:	Homeworking: office accommodation can be provided if required.

Organisation job type:	Manager
Salary:	In the range of SCP 25 – 34 on the NJC payscale (currently £35,235 - £43,693 per annum for a 35 hour week) plus contributory pension scheme and travel expenses.
Annual leave:	25 days per annum plus public bank holidays, pro rata for part-time employees
Contract type:	Fixed term to 30-Sep-2025
Staff to be directly managed:	Natural Heritage & Communities Officer