



JOB DESCRIPTION



Cornwall

I. IDENTIFICATION OF JOB

JOB TITLE	G7 Legacy Project for Nature Recovery Partnership Programme Manager
FUNCTION	Conservation
RESPONSIBLE TO	Head of Conservation
RESPONSIBLE FOR	G7 staff team plus Contracted Services
WORKING RELATIONSHIPS	G7 Project Officers and core staff, G7 Board members, G7 Partnership Board, Project Groups, CWT staff and Volunteers, Key Project Partners including Landowners, Land Agents, Contractors, other delivery agents working within the framework of G7 objectives
TERM	1 x FTE Fixed Term to 31.03.22 with potential to extend subject to satisfactory performance and future project funding approvals.

2. OVERALL PURPOSE OF JOB

To manage the full spectrum of the Programme under the G7 Legacy Project for Nature Recovery (G7LPNR) including the staff team and all aspects of the delivery of the Partnership scheme centralised on Goss Moor and surrounding catchments. The post is hosted by the Cornwall Wildlife Trust on behalf of the G7 LPNR accountable body Natural England

The Programme and Partnership Manager will champion the scheme and inspire stakeholders, the community, and individuals to get involved. The postholder will take the lead role in financial management and monitoring the delivery programme of the project, and work with Natural England and the Cornwall Wildlife Trust's financial systems to ensure effective and efficient grant claims and distribution of funding to partners and contractors.

This is a challenging and high-level role involving a network of experienced stakeholders. The post holder will require communications and networking skills, and the ability to work with internal and external colleagues across a spectrum of disciplines, including those giving their time voluntarily. As the projects cover a wide range of programmes delivering for nature, climate and people, the Programme and Partnership Manager needs to be able to manage multiple tasks and prioritise actions accordingly.

3. MAIN RESPONSIBILITIES

- To lead the G7 LPNR Project and Partnership Programme, managing and supporting the project team.
- To co-ordinate the work of the project team and partner organisations to facilitate a joined up, interlocking and robust programme of work that delivers against the Programme Outputs and Outcomes.

- To take a lead role on managing the programme finances, working with the financial management systems of the lead partner, submitting accurate and timely grant claims to Natural England.
- To oversee the work of the wider programme and project staff, ensuring proper procedures are in place for procurement, contracting and safe delivery.
- To ensure that all the project leaders are kept informed of progress and have opportunities to talk to each other and share their work through meetings and regular communications.
- To manage the schedule of Partnership Board Meetings, chair those meetings, providing a full suite of reports to keep Partners informed of progress at regular intervals not less and every quarter and more frequently when the Project Programme requires.
- To take a lead role in programme reporting, providing clear and accurate reports to the Project Board, Natural England, working with the Project Officers team.
- To lead on applications for external match funding and support Project Officers to access additional resources to complement funds received from Natural England to facilitate project and programme delivery.

4. KEY WORK AREAS

Staff

- Line manage the members of the G7LPNR staff team.
- Assist HR in the recruitment and development of the project team to meet the changing needs of the G7LPNR over time.
- Support the team to ensure it operates in a coherent way, maximising the sharing of expertise between disciplines and across all G7LPNR activities.

Financial

- Manage and track income and expenditure with support from Project Officers. Provide accurate financial information and forecasting both to project funders and internally.
- Work with G7 staff team, Project Board members, Partnership Board members and other Trust staff to identify and secure essential match or complementary funding for the G7 LPNR scheme.
- Oversee procurement of, and help manage delivery Partners, specialist consultants or contractors to deliver specific projects and project activities in line with G7LPNR scheme and budget and Natural England's required procurement procedures.

Other resources

- Maintain a strategic knowledge of funding opportunities in order to complement and add value to the scheme's goals.
- Ensure appropriate systems are in place to allow efficient and accurate collection of project outputs.
- Work with the Environmental Records Centre for Cornwall and Isles of Scilly (ERCCIS), Historic Environment Service (HES) and Cornwall Records Officer, together with a spectrum of other agencies holding and measuring environmental data, to ensure records collected through G7LPNR are gathered in such a way that they are useful for wider Nature Recovery effort.
- Take overall responsibility for the G7LPNR office and other project resources including vehicles, IT systems and tools.

- Work with relevant Trust staff to ensure setup and continued use of appropriate systems for security, health, safety and welfare of team and premises.

Stakeholders

- Be the scheme's main point of contact for G7LPNR stakeholders including DEFRA, Natural England, Cornwall Council, the Environment Agency and other funders and Project Partners
- Work with the Programme Officers to provide activity and financial reporting to project funders as required.
- Work with G7LPNR Board, Partnership Board and Project Groups, and CWT CEO and Head of Conservation, to ensure that correct messages are communicated with wider stakeholder group and in the Communities within and around the Project catchment, and in wider Cornwall.

Communications

- Ensure that the G7LPNR scheme is effectively promoted to prospective stakeholders and beneficiaries across the catchment.
- Work with internal and external Digital and Communications Officers to design and maintain a communications plan. Deliver this plan by overseeing the preparation of all PR material.
- Support the project team in organising and delivering training and community engagement events.

Other

- Participate in the Trust's performance and management scheme and undertake training as agreed with the Head of Conservation.
- Carry out all duties and responsibilities with reasonable care for the health and safety of oneself and any other persons and co-operate fully with the Trust in health and safety matters.
- On occasion, meetings/seminars may be held outside office hours, which will require the PM's participation.
- In order for the organisation to work effectively you may be required to assist with other areas of work and therefore should be prepared to undertake duties appropriate to the post, as delegated by your line manager.
- All staff are required to abide by organisational policies and procedures.

Health and safety

- Ensure that all activities, including events and volunteer working, fulfil Cornwall Wildlife Trust's H&S requirements. Take part in appropriate H&S training.

G7 LEGACY PROJECT FOR NATURE RECOVERY PARTNERSHIP PROGRAMME MANAGER PERSONAL SPECIFICATION

This section details the experience, skills, knowledge, and personal qualities required for the post.

		Essential	Desirable
Knowledge and Experience	Proven Project Management expertise including financial management and reporting, evaluation and making grant claims	✓	
	A proven track record in managing broad, community based, partnership programmes with broad deliverables	✓	
	A proven track record in working with communities to deliver tangible results	✓	
	Proven experience in leading teams and successfully managing people with a range of skills and specialisms	✓	
	Experience in building relationships with stakeholders at all levels	✓	
	Experience of letting and managing contracts	✓	
	Experience in working with volunteers within communities and / or the natural or historic environments		✓
	Experience of identifying and sourcing project match-funding		✓
	Experience in public speaking, public relations work in both traditional and new media and presenting project activities and findings at stakeholder meetings		✓
	A knowledge of Mid Cornwall Goss Moor, Clay communities, its community, historic and / or natural environment		✓
Skills	Excellent communicator with proven track record in developing and creating new strong working relationships with a variety of stakeholders	✓	
	Ability to provide clear, concise written material in a variety of formats for a variety of audiences	✓	
	Good at diplomacy and negotiation	✓	
	Good time management and the ability to prioritise a varied workload	✓	
	Ability to work with minimal supervision	✓	
	Educated to degree standard and have substantial directly relevant work experience accumulated over a significant number of years		✓

	Recognised Project Management qualification such as Prince 2		✓
	Knowledge of social, economic, and environmental drivers and associated programmes in Cornwall		✓
Personal qualities	Ability to build trust and respect with a wide variety of local stakeholders	✓	
	Approachable and able to work well within a small team	✓	
	Tactful and sensitive to the needs of individuals and stakeholders	✓	
	Self-motivated and professional with high standards of work	✓	
	Enthusiastic and approachable	✓	
	Good self-discipline	✓	
	Integrity and other desirable values	✓	