



## Head of Project Development (nature-based solutions)

**Grade:** 11

**Directorate:** HQ Conservation

**Location:** Slimbridge

**Reporting to:** Director of Conservation

**Main function of post:** To lead on the development of new, large-scale rural and urban wetland conservation projects, often involving civil engineering. These projects will help to deliver nature-based solutions and develop and demonstrate the use of innovative financing. The post holder will work closely with teams from across WWT and external partners to develop flagship projects in support of WWT's conservation programmes.

**Supervisory responsibilities:** Senior Project Development Manager, Programme Office Manager

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### Main duties of the post

1. To develop significant new wetland restoration and creation projects that deliver nature-based solutions (including climate change mitigation and adaptation) at scale in the UK (with the opportunity to move into international work) and develop and demonstrate innovative financing.
2. To keep abreast of changes in funding, regulatory and Code landscapes in order to identify new opportunities for projects.
3. To develop and manage meaningful relationships with external partners, sponsors and donors to successfully develop these new projects and exploit major opportunities when they arise, working especially closely with staff in WWT's Conservation and Fundraising, Marketing and Communications directorates, the Finance team and the organisation's executive.
4. To provide direction and leadership to all staff and volunteers within the Project Development department enabling every team member's contribution to be maximised by ensuring that the appropriate levels of direction and support are provided through professional line management in line with WWT's people framework.
5. To be an active member of WWT's Programme Boards, Conservation Management Group, and Senior Management Team.

6. To ensure that health, safety and wellbeing of everyone in your department is an integral part of how they work, creating a safe environment for staff, volunteers and visitors by implementing WWT's health and safety policies and guidelines.
7. To be responsible for ensuring that your department engages with the WWT Sustainability Statement being aware of negative environmental impacts and incorporating sustainable ways of working within your team.
8. To ensure that your department engage and interact with our visitors and supporters in a positive way, shaping unforgettable experiences and helping them understand and connect to wetlands.

In addition to the duties and responsibilities listed, the post holder is required to perform any other reasonable duties that may be assigned by the supervisor shown above, from time to time.

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**Date raised:** 13 July 2019

**Amended:** 14 April 2021

# Person Specification

## 1. Qualifications

### ***Essential:***

- Degree in a relevant discipline.
- A current driving licence.

### ***Desirable:***

- A qualification in finance (e.g. Certificate in Investment Management, Master`s degree in Finance) and/or civil engineering.

## 2. Experience

### ***Essential:***

- Track record of developing and implementing projects around nature-based solutions with expertise in civil engineering and knowledge of planning systems.
- Expertise in originating, structuring, negotiating and managing financial and commercial agreements to deliver nature-based solutions projects.
- Understanding of carbon markets and the key principles of nature-based solutions.
- Demonstrable experience of working in partnerships with senior officers in external bodies to develop successful projects.
- Significant experience of working with external stakeholders such as regulatory and policy agencies.
- Proven experience of leading, motivating and managing a team.
- Competent IT user (e.g. MS packages, Outlook, etc.).
- Demonstrable leadership experience; able to lead without line management authority when required.
- Experience in and proven ability to affect change within projects and within an organisation.

### ***Desirable:***

- Experience of cost and budget management, including working with complex financial systems.

## 3. Managerial & Supervisory

### ***Essential:***

- Ability to work with and through team members that do not report directly into this role.
- Ability to work effectively with others, engaging multi-functional and cross-directorate teams in project development.

- Ability to lead, manage and motivate a large team, maximising every team member's contribution to ensure delivery of WWT's conservation programmes by giving the appropriate levels of direction and support.

Type of staff	Number managed	Number supervised
Employed Staff	2	0
Volunteers / Casual Workers	0	0
Contractors	1-2	0

## 4. Responsibility

### *Essential:*

- Ability to decide on appropriate expenditure to meet objectives and monitor spend against targets whilst minimising risk.
- Ability to build a pipeline of well-defined and funded projects in collaboration with WWT's Programme Managers which align to and deliver conservation programmes.
- Ability to closely collaborate and cooperate with other teams across WWT during the development of projects to ensure proposals meet internal project management standards and follow agreed processes.
- Responsibility for leading complex and large-scale projects in development, with multi-million pound budgets.

### *Levels of Responsibility:*

Type of Responsibility	Level (£'s)
Expenditure (sign off level)	£20,000
Project Size (normally managed)	Large (at development stage)
Cash Handling	£2,500
Assets (required for job, exc. buildings)	£0
Visitors (per annum)	N/A

## 5. Creative Ability

***Essential:***

- A charismatic entrepreneur with an ability to negotiate with, persuade and influence a wide range of stakeholders, both internally and externally.
- An ability to produce clear written communication material together with excellent verbal and presentation skills.
- An excellent problem-solver with an ability to find creative solutions to complex issues.
- An ability and resilience to work under significant pressure and adapt to rapidly changing circumstances.
- Demonstrable ability to provide advice and interpretation of policy and procedures associated with project management.
- Proven time management and organisational skills.

***Desirable:***

- A proven ability to develop ground-breaking and innovative projects.

**6. Contact*****Essential:***

- Ability to work with senior personnel from external stakeholders (e.g. Chief Executive Officers and Directors), demonstrating advocacy and communication skills to ensure WWT objectives for project development are understood.
  - Ability to work closely and effectively with WWT's trustees, executive officers and staff, including those in the organisation's Fundraising, Marketing & Communications and Finance teams.
  - Ability to build strong working partnerships with corporates, major donors, country statutory agencies, regulatory and funding agencies and other relevant stakeholders to ensure successful project development.
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