



Project Manager (International CEPA)

Grade: 9

Directorate: Conservation

Location: WWT Slimbridge Wetland Centre with hybrid working options (with regular international travel)

Reporting to: International CEPA Manager

Main function of post: To develop and manage projects and initiatives that enhance connections between people and wetlands around the world. The role will enhance WWT's ability to provide support to organisations, partners and governments engaging with people living around, working in, or visiting important wetland sites. This will be achieved through direct partnerships, consultancy advice, grant-funded projects and existing WWT CEPA (Communications, Capacity building, Education, Participation and Awareness) networks.

Supervisory responsibilities: Management of project-based staff, students and volunteers

Responsibilities of the post

1. To apply specialist skills and expertise to undertake a range of internal and external site-based CEPA and wetland centre projects at international sites, particularly in WWT's priority global flyways and countries.
2. To deliver projects on time and to budget. This will include the management of diverse project teams with internal and external stakeholders, and will sometimes be complex projects in terms of task delivery, staffing and sub-contractors.
3. To prepare tenders, grants and partnership agreements for potential projects, including finding solutions to staff resourcing and budgetary issues.
4. To actively work within the international CEPA team and other teams within WWT to identify potential projects for development, including fundraising opportunities.
5. To develop a wide network of contacts in WWT priority areas to raise the organisation's international CEPA profile.
6. To work with WWT colleagues to improve CEPA at existing project sites within our international portfolio.

7. To represent WWT at meetings with current and potential partners and clients.
8. To provide advanced specialist technical expertise in visitor centre planning and the development of exciting on-site CEPA approaches.
9. To undertake a range of integrated project related tasks with external partners/clients that may include some of the following:
 - visitor facility masterplanning including: access and audience planning; interpretation/exhibition planning; facility and infrastructure planning; business/operation planning; sensitive integration for people and wildlife;
 - development of stories, messages, interpretation treatments and content research;
 - creation of engagement plans for visitors, local communities and stakeholders that will lead changes in attitude and positive action for wetlands
 - working with other WWT staff members on multi-disciplinary projects.
10. To ensure the business operating procedures are followed and our high quality standards are maintained.
11. To provide leadership to all staff and volunteers working within a project team 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 frameworks.
12. To work alongside volunteers encouraging, developing and supporting them in their work for WWT, ensuring that they have a positive volunteering experience.
13. To be responsible for working within the WWT health and safety policy and guidelines ensuring that the health, safety and wellbeing of yourself and others is an integral part of how you work.
14. To be responsible for engaging with the WWT Sustainability Statement being aware of negative environmental impacts and incorporating sustainable ways of working within your role.
15. To ensure that in the course of your work you adhere to the WWT Data Protection policy and standards.

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.

Date raised: November 2022

Amended: February 2023

Person Specification

1. Qualifications

Essential:

- Degree or equivalent experience/qualification in a discipline relevant to engagement and awareness-raising, on site CEPA activities and interpretation design, environmental education
- Current driving licence and passport
- Fluent written and spoken English
- Current driving licence as the ability to travel to other locations is essential

Desirable:

- Postgraduate qualification in education, art, interpretation design, museum studies or science
- Competency in one or more languages other than English
- Membership of an appropriate professional organisation

2. Experience

Essential:

- Experience leading large-scale inspiring environmental engagement projects
- Knowledge of management of visitor interpretation projects at visitor centres (e.g. Wetland Centres)
- Experience of working with local community groups
- Knowledge of new and exciting approaches to interpretation and learning
- Computer skills including MS Word, DTP and Excel
- Experience in the production of reports
- Experience in tendering for and undertaking environmental consultancy projects
- Experience of working internationally
- Understanding of the importance of wetlands

Desirable:

- Experience of working in a museum, nature reserve or heritage attraction or on wetland CEPA related projects.
- Knowledge of sustainability relating to wetland centre creation and operation
- Experience in using other software such as: InDesign, Photoshop, MS Access, Auto CAD, Vectorworks and Portfolio

3. Managerial & Supervisory

Essential:

- Experience of managing staff and sub-contractors on projects
- Experience of providing training

- Experience of managing teams of staff and volunteers whilst project managing a variety of work

Desirable

Type of team member	Number managed (No. of direct reports)	Number supervised
Employed staff	0	0
Volunteers / Casual Workers	0	3
Contractors	0	3 - 5

4. Responsibility

Essential:

- Professional competence and independent action required in completion of tasks
- Ability to manage projects to time and budget
- Ability to lead high-level relationships with key partners.
- Ability to deliver tasks to a high standard
- Ability to perform well under pressure

Levels of Responsibility:

Type of Responsibility	Level (£'s)
Budget Responsibility (Sign off level)	£5,000
Income	C£50,000
Project Size (normally managed)	medium
Assets (required for job, exc. buildings)	N/A
Visitors (number per annum)	N/A

5. Creative Ability

Essential:

- Ability to originate ideas and bring creative thought to develop new initiatives
- Creative and innovative, yet with a good sense of the realistic limits (resources, practicability, etc.)
- Problem solver who proposes solutions and improvements for approaches to work
- Holistic thinker and 'completer-finisher'

- Ability to understand situations and deliver solutions in a multi-cultural environment
- Personal commitment to nature conservation, the environment and sustainability

Desirable:

6. Contact

Essential:

- To be able to demonstrate excellent communication skills and be able to present to a wide range of audiences, particularly in different cultural settings
- To be able to demonstrate the ability to provide training
- Ability to develop and maintain contacts with a range of partners globally
- Ability to work and communicate effectively within teams
- Excellent all-round IT skills

Desirable:

- Experience of organising external workshops, meetings and conferences

General Notes

This position will from time to time require work during some evenings, weekends and public holidays to meet the needs of the post.