



Senior Project Development Manager (Blue Recovery)

Directorate: Conservation
Department: Project Development
Location: WWT Slimbridge with the ability to work from home
Grade: 10
Reporting to: Head of Project Development (nature-based solutions)

Main function of post: To develop large, complex projects that support WWT's Blue Recovery ambitions. By using WWT's Project Management Framework set up and manage multi-disciplinary teams from across WWT to ensure projects are approved and deliverable. To represent WWT at a senior level to key external audiences.

Supervisory responsibilities: The post holder will supervise Project Development teams as required, which may include external consultants or contractors.

Main duties of the post

1. To develop new projects using WWT's Project Management Framework (PMF), consistent with WWT's five-year programme plans and priorities that relate to WWT's Blue Recovery ambitions. Set up and manage Project Development teams as required to take projects to the point of delivery.
2. To provide developed projects to populate the project pipeline, and assist in maintaining the pipeline, ensuring that there is an agreed portfolio of projects prepared for delivery under WWT's UK Programme Office.
3. To investigate potential new projects and assess their likelihood of success in delivering outcomes as prescribed in the relevant WWT Conservation Programme Plan.
4. Maintain a register of projects that are in delivery, and ensure that these projects are adhering to all relevant WWT systems and procedures.
5. To manage the transition of projects from development to delivery, working with Senior Project Managers and Project Managers to facilitate and coordinate the process.
6. To work closely with the Head of Project Development and take on management of the Blue Recovery projects pipeline.
7. To report on progress of Blue Recovery projects in development via the relevant WWT Conservation Programmes' Board

8. To work with WWT's Philanthropy Team to maintain a positive relationship with WWT's Blue Recovery Leader's Group, supporting liaison and reporting of work progress.
9. In all cases align project objectives with WWT's Blue Recovery ambition whilst ensuring additional multiple wetland benefits are fully considered.
10. 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.
11. 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.
12. To interact with our visitors and supporters in a positive way, shaping unforgettable experiences and helping them understand and connect to wetlands.
13. To work alongside volunteers encouraging, developing and supporting them in their work for WWT, ensuring that they have a positive volunteering experience.

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: 22 April 2022 (TMc)

Amended:

Person Specification

1. Qualifications

Essential:

- Degree level qualification or equivalent or significant work experience.
- Current driving licence.

Desirable:

- A recognised qualification or accreditation in project management.

2. Experience

Essential:

- Substantial experience of developing both complex and partnership projects delivering a range of objectives.
- Extensive experience of an industry-standard project management approach.
- Experience of working with external stakeholders such as regulatory and policy agencies.
- Competent IT user (e.g. MS packages, Outlook etc.).
- Experience of leading a project team without line management authority.

Desirable:

- Experience in training others in the use of project management tools.
- Experience of managing external technical consultants.
- Knowledge in wetland habitat and species conservation

3. Managerial & Supervisory

Essential:

- Able to lead, manage and motivate a team that do not report directly into this role.
- Able to work effectively with others, engaging cross-directorate or external teams in project development.

Type of staff	Number managed	Number supervised
Employed Staff	0	0-10
Volunteers / Casual Workers	0	0
Contractors	0-3	0-3

4. Responsibility

Essential:

- Able to closely collaborate and cooperate with delivery teams.
- To develop complex projects which will achieve the stated outcomes.
- To lead and manage multi-disciplinary project development teams,

Desirable:

- Experience in managing team members who are in more senior roles.
- To investigate potential new projects and assess their likelihood of success in delivering outcomes
- To identify and quantify different types of risk and develop appropriate mitigation.
- Ability to develop budget forecasts.

Levels of Responsibility:

Type of Responsibility	Level (£'s)
Expenditure (sign off level)	Up to £10,000
Project Size (normally managed)	large (in development stage)
Cash Handling	£0
Assets (required for job, exc. buildings)	£1,000
Visitors (per annum)	N/A

5. Creative Ability

Essential:

- Able to be highly innovative and accommodate new ideas in both the design and implementation of projects
- Able to process information rapidly to reach sound and well-informed conclusions and find creative solutions to complex issues.
- Able to produce clear written communication material together with excellent verbal and presentation skills.
- An ability and resilience to work under pressure and adapt to rapidly changing circumstances.
- Able to provide advice and interpretation on the use of policy and procedures associated with project management.
- Time management and organisational skills.
- Able to work independently, but use good judgement to identify issues, engage others to find solutions, and raise issues as required.

6. Contact

Essential:

- Able to represent and promote WWT externally to all audiences, using excellent communication, advocacy and media skills to ensure objectives for project development are understood.
 - Able to collaborate and cooperate with conservation colleagues to develop projects, manage progress and promote effective use of project management tools and techniques
 - Able to work closely with Senior Project Managers, Project Managers and Sponsors of projects, monitoring and reporting on use of processes and procedures.
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