



Head of UK Programmes

Grade: 11a

Directorate: Conservation

Location: Anywhere in the UK

Reporting to: Director of Conservation

Main function of post: To lead on the delivery of a wide range of projects based in the UK to have maximum impact for the benefit of wetland nature and WWT's conservation programmes, building and engaging with partner organisations to build the reputation and position of WWT in the UK. To provide inspiring and professional leadership for the UK Programmes department and to participate fully in the management of the Conservation Directorate.

Supervisory responsibilities: UK Programme team staff and volunteers.

Main duties of the post

1. To provide direction and leadership to all staff and volunteers within the 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.
2. To lead, support and supervise your department in the strategic management and delivery of UK Conservation Programme outputs and milestones and achievement of programme outcome targets.
3. To oversee the planning and implementation of a portfolio of impactful UK Conservation Programmes, and guide the development of specific projects and activities under them.
4. Initiate and maintain relationships with key partner institutions, working closely with the Head of Project Development building and maintaining strong relationships with wider teams across WWT to effectively delivery against the UK Conservation Programmes.
5. To build relationships with key external stakeholders (e.g. government departments, conservation NGOs, water industry) to enable/facilitate delivery against the objectives of UK Conservation Programmes.
6. To represent the organisation at high level meetings with stakeholders, including attending and presenting at relevant conferences to raise the profile and awareness of our work and priorities under the UK Conservation Programmes.

7. To champion the WWT Project Management Framework, reviewing and signing-off on accountable agreements and providing advice to appropriate individuals (Directors, COO, CEO) on sign-off of accountable agreements beyond them, having responsibility for the financial management and reporting of the UK Conservation Programmes.
8. To direct, manage and be accountable for the cost-recovery of consultancy capacity within the UK Conservation Programmes team.
9. As part of the Programme Office Management Team, contribute to the development and agreement of necessary policies and procedures and ensure their implementation across all programmes.
10. To input into the development of fundraising applications/advocacy plans/key audience messaging and sign-off on alignment to UK Conservation Programmes.
11. To oversee and approve all UK Conservation Programme reporting, including contributions to WWT Council Report and WWT Annual Reports and to produce additional financial and progress updates for internal management purposes.
12. To participate in the Conservation Management Group and the WWT Core Senior Management Team, providing strategic direction to the Conservation Directorate and WWT.
13. 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.
14. To be responsible for ensuring that your department engage with the WWT Sustainability Statement being aware of negative environmental impacts and incorporating sustainable ways of working within your team.
15. 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.

Date raised: 3 June 2019

Amended: 8 July 2022

Person Specification

1. Qualifications

Essential:

- Post-graduate level qualification in a relevant field or degree-level combined with very significant experience at a senior level.
- Current driving licence and passport.

Desirable:

- Doctoral-level qualification in a relevant field.
- A recognised qualification or accreditation in project management (e.g. APM accreditation).

2. Experience

Essential:

- Extensive experience in the field of wetland or water-related conservation, current thinking and trends in the sector.
- Senior managerial level experience of managing a successful large-scale programme of work and monitoring delivery of targets and impact.
- Proven experience in networking, partnership building and relationship management at a senior level.
- Substantial experience of project management.
- Senior managerial level experience of detailed and accurate management of a multi-million pound budget including planning, scrutinising variance, reviewing and re-forecasting budgets.
- Demonstrable experience of devising and supporting effective governance arrangements to ensure timely strategic decision making, effective risk management, and compliance with organisational policies.
- Proven experience of leading, motivating and managing a large team educated to degree level and above.
- Experience of being part of a Senior Management Team.
- Excellent IT skills including use of Microsoft Office Outlook, Word, Excel and PowerPoint.

Desirable:

- Experience of working in multiple devolved administration contexts within the UK.
- Experience outside the UK that is directly relevant/transferrable to UK context.
- Experience of programme-level design, planning and evaluation.
- Experience in managing / understanding of statutory grants.

3. Managerial & Supervisory

Essential:

- Ability to lead, manage and motivate a large team, maximising every team member's contribution to ensure delivery of personal, team and Trust objectives by giving the appropriate levels of direction and support.
- Ability to work effectively with others, engaging multi-functional and cross-directorate teams in project delivery.
- Ability to participate effectively in a Directorate leadership team and the Core Senior Management Team of WWT.

Type of staff	Number managed	Number supervised
Employed Staff	4-5	7-15
Volunteers / Casual Workers	0-2	10-20
Contractors	1-5	10-25

4. Responsibility

Essential:

- Excellent decision-making skills and able to make effective judgement calls based on available information as well as know when more detailed information is required to do so.
- Ability to take responsibility for multiple large, diverse programmes and prioritise resources accordingly.
- Excellent self-management skills to work independently, autonomously and as part of a team, using own initiative and being flexible and adaptable.
- Ability to represent WWT and the Directorate in significant national and international forums, and with senior external influencers.
- Ability to manage a large budget and substantial assets efficiently ensuring compliance with all WWT policies and procedures.

Levels of Responsibility:

Type of Responsibility	Level (£'s)
Expenditure (sign off level)	£5,000
Cash Handling	£1,000
Project Size (small/medium/large)	Large
Assets (required for job, exc. buildings)	£10,000

Visitors (per annum)	N/A
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5. Creative Ability

Essential:

- A strategic thinker with excellent problem-solving skills and the ability to innovate.
- Ability to be resilient in overcoming barriers, recovering from setbacks and identifying lessons learnt. Excellent planning and organization skills to deliver work to agreed timescales and standards
- Able to independently devise and develop major WWT work areas.
- Able to independently resolve significant issues and challenges that arise in major work areas.

6. Contact

Essential:

- Outstanding written and oral communication skills to write senior and complex reports, and strategy papers and deliver reports and presentations.
 - Ability to represent an organisation effectively at high levels and major external events.
 - Outstanding interpersonal skills including being able to negotiate, give feedback, persuade, influence, deal with conflict, influence, and work effectively with groups and individuals including those with differing perspectives and in challenging circumstances.
 - Effective team-working and collaboration skills.
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