

## Job description

**Job title:** Senior Project Manager

**Location:** Greater Manchester/Merseyside/Cheshire (Home Based)

**Salary:** £30,000 - £35,000 dependant on experience

**Closes:** April 14, 2020

### Overview

The Mersey Rivers Trust (MRT) operates in the Mersey Catchment covering an area from Greater Manchester to Merseyside (including Cheshire). The Trust has expanded rapidly over the past three years and has been successful in securing funding to deliver a variety of environmental river based projects.

Our project portfolio continues to grow and as such we are looking to recruit a competent, dynamic and enthusiastic person with experience in project development and delivery, which would include consultant and contractor supervision.

The Senior Project Manager would oversee projects that focus on physical environmental improvement projects, catchment surveys, Natural Flood Management, land-use management, in-channel habitat and other similar river restoration works. The role holder will also manage MRT Project Managers and have accountability for the delivery of programmes of work to be delivered by others. You will report directly to the Director of Operations.

The successful candidate will have knowledge of topics such as catchment/landscape-scale conservation, river restoration, ecosystem services and natural capital and how physical improvement projects deliver these topics. The Project Manager will have responsibility for overseeing projects from concept through to delivery and the duties will specifically include:

- Manage and undertake the development of physical improvement projects.
- Preparing and submitting applications to obtaining necessary consents and permissions (including Environment Agency Permits, Landowner Agreements and Planning).
- Build landowner relationships to secure necessary permissions to implement projects.
- Contribute to, and in some cases lead, the procurement process.
- Supervision of contractors and junior staff delivering works.
- Undertake site visits to monitor progress of works, keeping records and reporting onwards.
- Work with the MRT team to ensure project costs are in line with overall project budgets.
- Complete all necessary reports, and keep suitable records in line with the funding requirements and document retention policy.
- Highlight any new risks and issues identified during works, and work with the team to manage and resolve them.
- To help the trust team to engage and consult with existing community groups, schools, clubs, voluntary sector, interest groups etc. and local councils to foster learning and a sense of ownership in the works.
- To help in identifying and applying for funding for river improvement schemes.
- To maintain and develop partnerships, with stakeholders, including Environment Agency, Local Authorities, Natural England, water companies and others.
- Contribute and assist in the production of publicity and marketing materials.
- Implement rigorous safeguarding and health & safety procedures and lead by example in prioritising health and safety and wellbeing by taking responsibility for yourself participants' volunteers and colleagues. You shall comply with Mersey Rivers Trust's Health & Safety and Safeguarding policies and defined standards at all times.
- Any other reasonable duties as required by MRT.

## Candidate Profile

### Essential

- The post holder will be home based with travel throughout the Mersey catchment.
- Educated to degree level or equivalent, ideally in a relevant subject.
- Valid driving licence and own car, insured for business use.
- A confident and clear communicator with experience in delivering projects with a variety of stakeholders and groups.
- Experience of successful project delivery, including producing reports.
- Understanding of how different physical improvement projects are meant to perform in relation to ecology and river restoration.
- Experience in working with external consultants and contractors.
- Experience in explaining designs as easy to understand tangible outcomes.
- Self-motivated and able to work effectively from home with a high level of accuracy and attention to detail.
- Ability to work flexibly, including some evenings and weekends.
- Ability to prioritise and plan activities to meet strict deadlines.
- Excellent literacy, numeracy and report-writing skills.
- Exceptional presentation and communication skills.
- Good computer literacy skills (e.g. with Excel, Word, PowerPoint).
- Reliability, good attendance and work performance.
- Ability to set performance objectives and ensure these are achieved.
- Excellent organisational / admin skills and attention to detail –
- Maintaining a project filing system.
- Keeping records of work undertaken.
- Keeping records of expenses incurred.
- Managing project budgets and reporting project updates to the Director of Operations on a regular basis.
- Keeping and submitting up to date timesheets and expenses.

### **Desirable**

- Hold a project management qualification (APM, Prince etc).
- Knowledge of the Mersey Catchment.
- Experience in developing successful funding applications.
- Managing and working with volunteers

### **General Notes**

- Extensive travel around the Mersey Catchment may be necessary therefore a current driving licence and access to a vehicle is essential.
- This position will from time to time require work during some evenings, weekends and public holidays to meet the needs of the post. A time-off in lieu system is operated by the Trust.

### **Terms and Conditions**

*The following terms and conditions are typically offered to Mersey Rivers Trust staff and are set out as a guide only. Terms and conditions may vary according to circumstances and this summary does not form part of any subsequent employment*

**Annual leave:** 28 days annual leave pro rata plus bank holidays

**Location:** Home Based

### **To apply:**

If you wish to apply, please send a CV (no more than two sides of A4) and covering letter (no more than two sides of A4), outlining how you meet the requirements of the person specification and job description and email to the Operations Director of the Mersey Rivers Trust, Paul Henbrey (paulh@merseyrivers.org).