



Essex
Wildlife Trust

Project Manager

Bottengoms Farm

Wormingford, Colchester

We have an exciting opportunity for a Project Manager on a two-year fixed-term contract to oversee development plans at Bottengoms Farm – home of the internationally renowned author Ronald Blythe.

About Essex Wildlife Trust

We are the County's leading nature conservation charity, committed to protecting wildlife and inspiring a lifelong love of nature and one of the largest Wildlife Trusts in the UK.

This is the most important decade in the history of nature conservation and an exciting time to be joining us. If we are to tackle the climate crisis and the ecological crisis, we need the best people to rally around environmental protection.

Our values are Impactful, Collaborative, United and Proactive.



The Role

Essex Wildlife Trust is the recipient of a significant estate and restricted fund from the writer Ronald Blythe, following his death in January 2023. As the internationally renowned author of 'Akenfield', Ronnie was considered the finest contemporary writer on the countryside and an icon of many of the UK and America's most famous naturalists and nature writers.

Probate has now been granted, and Ronnie's home – Bottengoms Farm and gardens – has passed to the Trust. Bottengoms Farm was once the home of artists John and Christine Nash, and is almost as famous amongst writers, naturalists and artists as Ronnie himself.

We want Bottengoms to continue to inspire generations to come, just as it inspired its past inhabitants. This Project Manager role has therefore been established to determine the best outcome for the Bottengoms estate and for Essex Wildlife Trust, liaising closely with the Bottengoms Advisory Group, made up of executors, close friends of Ronnie's, and other stakeholders.





In this Project Manager role, you will apply your project management skills, knowledge, and experience to develop a long-term financially sustainable vision and plan for Bottengoms. The vision and plan will include identifying key stakeholders and organisations who will have a long-term commitment to and involvement in the project, taking into account the specialisms associated with this legacy, the property and the grounds and gardens.

You will be responsible for delivering all aspects of the developmental phase of the project (Phase I) to time, cost, and quality, and in accordance with agreed targets and objectives, making recommendations for subsequent phases.

You will apply the Trust's Project Management Framework, ensuring impact-focused outcomes, and you will lead on the high-level stewardship of funders and corporate partners, drawing on your commercial experience and demonstrating a strong grasp of the context of this project, and the 'fit' with the Trust's charitable objectives.





Job Description

- Identify the project goals and scope.
- Manage all aspects of the project, ensuring that they are delivered effectively to time, cost and quality, following the Trust's Project Management Framework.
- Work closely with the Fundraising Team to ensure excellent fundraising oversight and relationship management of all potential funders and private partners, advising them of any changes to the project as appropriate.
- Liaise directly with prospective partners and stakeholders, with a view to determining the future of the Bottengoms legacy.
- Develop appropriate strategies, plans, and targets to ensure that the project delivers against any defined objectives or criteria.
- Develop bids, including for project continuation, working with internal and external stakeholders, including consultants, contractors, and any other professional advisors.
- Matrix manage the workstream and delivery team responsible for any education and engagement aspects of the project, ensuring high-quality outcomes and impact.
- Matrix manage the workstream and Conservation team responsible for delivering any conservation and site infrastructure aspects of the project, ensuring agreed outcomes.
- Manage any staff, either contracted or employed, directly involved in the Bottengoms estate, for example a horticulturist or gardener.
- Manage relationships with internal and external stakeholders, including staff, volunteers, and local authorities and communities, providing key information as appropriate.
- Manage the relationship with any third parties involved in project evaluation and ensure that any work is delivered to specification and to a high standard.

- Produce regular reports for the Bottengoms Advisory Group to report on key objectives, including proposing solutions to any issues or problems.
- Ensure that any staff involved in your projects are working in accordance with Trust policies, procedures, and processes, particularly safeguarding and health and safety practices.
- Ensure excellent record-keeping, as appropriate, working in line with the Trust's GDPR policy, and ensuring that the project legacy is recorded, celebrated and recorded for posterity.
- Manage project budgets and financial performance, including cash flows and expenditure, forecasting accurately, and working to ensure best use of resources.
- Ensure compliance with regulations and relevant standards and that all reporting, governance, quality assurance and escalation responsibilities are discharged.
- Work effectively with colleagues across the organisation and demonstrate the Trust's core values of being Impactful, Collaborative, United and Proactive.
- Promote and protect the Essex Wildlife Trust brand.
- Undertake any other duties assigned that are within the scope of the role and the contract of employment.

Additional Information

- The role may entail some evening and weekend working
- The role requires an interest in working for a charity that is determined to protect wildlife for the future and for the people of Essex
- The role requires the ability to drive, including a full driving licence and use of a vehicle, though pool vehicles may sometimes be available
- The role is based at Abbots Hall, Essex, but may require travel across the county and beyond, with mileage paid for additional travel. The Trust offer flexible homeworking arrangements.



Person Specification

- Has highly developed project management skills, with an excellent understanding of project management lifecycles, processes, and practices.
- Has a proven track record of successfully delivering complex projects that comprise both operational and strategic elements, and ideally include aspects of commerce and historic property/gardens.
- Can lead delivery by prioritising, setting clear milestones, and establishing unambiguous measures of success
- Outstanding organisational skills & the ability to handle multiple priorities to meet deadlines.
- Is adaptable, with the ability to acquire expertise quickly whilst managing a complex set of shifting priorities.
- Has excellent verbal and written communication skills with strong attention to detail and the ability to communicate and influence senior stakeholders, including corporate partners and clients.
- Experience of inspiring and motivating project teams and building collaborative working environments.
- Has confidence when dealing with uncertainty and the ability to maintain a broad view of a situation, identifying the key elements while keeping an overview of the detail.
- Has sound analytical and problem-solving skills, with the ability to switch between being creative and analytical.
- Has proven risk management skills and recognises when and how to escalate issues appropriately.
- Has highly developed facilitation skills with the ability to bring together a broad range of stakeholders with different views and build collaborative decision-making.
- Has experience of the charity sector or a similar sector, ideally with knowledge of a specialist area such as historic properties or conservation projects.
- Has a high level of computer literacy on Microsoft packages and other standard software.
- Has a passion for wildlife and conservation and an awareness of the key challenges facing conservation charities.



Terms

This role is expected to last two-years as the position is linked to external funding.

The hours of work are 37.5 hours per week (Monday to Friday from 9:00am to 5:00pm) with a starting salary of £35,148.00 per annum. The base of work will be Abbots Hall (Great Wigborough). Essex Wildlife Trust offers flexible homeworking arrangements. Further details of the hybrid-working arrangements will be shared at interview.

Annual leave entitlement starts at 26 days per annum increasing annually to 29 days plus Bank Holidays. We provide company sick pay increasing with length of service, an employee assistance programme, a combined 8% contribution pension scheme, staff social days, colleague nomination scheme and discounts in our Nature Discovery Centres.

How to Apply

To make an application, please complete an online application form on our website by 9:00am on Wednesday 20 November 2024. The interviews are scheduled for Thursday 28 November 2024.

Thank you for your interest in this position and we look forward to receiving your application.

Hannah Stewart

Head of Strategy and Impact

