

Job Description



Cumbria
Wildlife Trust

Job Title: Project Manager – Get Cumbria Buzzing

Weekly Hours: 35 (until 30/09/2022).

Based At: Gosling Sike, Houghton, Carlisle

Reports To: Senior Nature Recovery Officer

Job Purpose:

The Cumbria Local Nature Partnership have approximately 12 months left to deliver on their award winning 'Get Cumbria Buzzing' project. The project is hosted by Cumbria Wildlife Trust and funded by Highways England and the National Lottery Heritage Fund. The remaining time on the project will be focussed on completing all pollinator habitat improvement works, supporting and co-ordinating the volunteer network, delivering 'The Big Plant' to encourage the planting of wildflowers for pollinators, undertaking 'nature and wellbeing' sessions as part of covid recovery and delivering an end of project conference to influence future land management for pollinators in the county.

Special Features of the Role:

The Project Manager will be responsible for the day to day coordination of the Get Cumbria Buzzing project and line management of staff during this final phase.

Focusing on the north west Cumbrian B-lines the role will require you to work with a variety of local partners (e.g. local authorities, the National Trust & other conservation organisations) to:

- Deliver pollinator habitat improvement works across project sites.
- Organise and deliver a programme of pollinator related training and events.
- Build relationships with a network of volunteers who will continue the work of the project in their local areas.
- Undertake all project recording, monitoring and evaluation of work delivered.

Main Responsibilities and Accountabilities:

- Coordinate the day to day delivery of the project.
- Responsibility for delivery of agreed activities for the remainder of the original project timeline (Apr 2019 - Mar 2022) and the project extension (April 2022 - Sep 2023). This includes:
 - Organising and coordinating 'The Big Plant' multi-day event across the project area.
 - Completing any outstanding pollinator habitat improvement works across project sites.
 - Developing and delivering a programme of pollinator themed health and wellbeing and community engagement activities.
 - Organising and delivering pollinator i.d. and survey training sessions.
 - Supporting a network of volunteers to survey and record pollinators.
 - Organising and delivering an end of project conference to influence future land management for pollinators in the county.

- Line manage the Community Engagement Officer and Administration & Finance Officer ensuring they deliver against their agreed work programme.
- Ensure quarterly and end of project reporting, evaluation and claims are submitted to funders as scheduled.
- Reporting to the project steering group on a regular basis.
- Reporting to Cumbria Local Nature Partnership on an annual basis.

Key relationships

- Plant Nursery Manager.
- Project staff: Community Engagement Officer and Administration & Finance Officer.
- Other staff and projects working from Gosling Sike.
- Project partners and site managers.

Supporting the Trust

Be proactive in increasing the Trust's membership.

Raise the profile of Cumbria Wildlife Trust.

Seek to raise increased funds for the Trust.

Develop and participate in educational aspects of the Trust's work including events, guided walks and illustrated talks.

Any additional duties as outlined in the Annual Work Plan.

Any other duties that may reasonably arise from time to time.

All tasks and responsibilities to be carried out in accordance with the Trust's policies and procedures.

Date: July 2021