

# Person Specification

## Post Title:

### Get Cumbria Buzzing Project Manager – Grade 6.1



**Cumbria**  
Wildlife Trust

#### 1 Qualifications & Experience:

The post holder will be expected to have qualifications and recent and relevant experience in the following areas:

	Activity	Essential	Desirable
1.	Good general level of education (A level or equivalent standard).	•	
2.	Leading and managing complex projects and budgets.	•	
3.	Working in partnerships and with other teams, partners and individuals to achieve shared objectives.	•	
4.	Line managing staff.	•	
5.	Managing contracts and working with contractors.	•	
6.	Liaising with and reporting to project funders, project monitoring and making funding claims.	•	
7.	Working with and supporting volunteers.	•	
8.	Relevant degree-level qualification (or can demonstrate achievement to an equivalent level).		•
9.	Carrying out pollinator habitat (e.g. restoration/creation of species-rich grassland) restoration/creation.		•
10.	Working on and/or managing a Heritage Lottery Fund project.		•

#### 2 Knowledge & Skills:

The post holder will have the following knowledge and skills:

	Activity	Essential	Desirable
1.	Personally effective with an ability to work on own initiative; strong organisational skills, time prioritisation, IT and planning skills.	•	
2.	An ability to travel around Cumbria (e.g. full driving licence or alternative transport)	•	
3.	Communication - good face to face communication and good written skills.	•	
4.	Understanding of pollinator ecology particularly their habitat requirements.	•	
5.	Understanding of grassland restoration ecology and practices.	•	
6.	Understanding of the importance of access and connecting people with nature.	•	
7.	Familiar with the west coast of Cumbria.		•

### 3 Personal Qualities

The post holder should possess the following:

	Activity	Essential	Desirable
1.	Ability to maintain high levels of enthusiasm and self-motivation	•	
2.	Ability to work well on their own initiative and co-operatively as part of a team	•	
3.	Ability to be flexible and respond to changing situations.	•	
4.	Able to represent the project and the Trust in a professional manner which enhances our reputation.	•	
5.	Ability to work effectively under pressure.	•	
6.	A strong affinity with wildlife/wildlife habitats.	•	
7.	Lives and demonstrates the Trust's values.	•	

### Terms and Conditions

1. Salary: £28,651 per annum, plus pension contribution of 9% (Year 1 – Grade 6.1) based on a 35 hour week.
2. Duration of post: Temporary role for a fixed term until 30 September 2022. All employees new to Cumbria Wildlife Trust undertake a probationary period of 6 months, in which time they are expected to establish their suitability for the post.
3. Hours per week: 35 hours, normally worked between 9.00 a.m. to 5.00 p.m, Monday to Friday. Some out of hours work may be required, for which time off in lieu is given.
4. Holidays: 28 days per annum, including public holidays. After 1 year's continuous employment with the Trust, employees are entitled to an extra day's holiday entitlement for each subsequent complete year of service, up to a maximum of 5 extra days. For employees working less than 35 hours per week this entitlement is calculated on a pro-rata basis in relation to contractual hours.
5. Place of work: Cumbria Wildlife Trust offices at Gosling Sike, Houghton, Carlisle, CA3 0LD.
6. Applications: Completed application forms should be returned with a covering letter outlining the candidate's suitability for the post, to Claire Ladell, Senior Personnel Officer, Cumbria Wildlife Trust, Plumgarths, Crook Road, Kendal, Cumbria, LA88LX or by email to [admin@cumbriawildlifetrust.org.uk](mailto:admin@cumbriawildlifetrust.org.uk).

7. Only short listed candidates will be contacted. If you have not heard anything within 14 days of the closing date, please assume your application has not been successful.
8. Closing date for applications is **5pm on Wednesday 11 August 2021.**
9. Interviews will be held in **the week commencing 23 August 2021.**
10. Applicants shortlisted for an interview will be asked to declare any convictions, cautions, reprimands or final warnings that are not 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013).

The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website: [www.gov.uk/government/organisations/disclosure-and-barring-service](http://www.gov.uk/government/organisations/disclosure-and-barring-service).

11. Applicants also should be aware that this post requires a Disclosure and Barring Service (DBS) check due to it being exempt from the Rehabilitation of Offenders Act and therefore spent criminal convictions should also be declared if shortlisted for an interview.
12. Any further enquiries should be directed to Graham Jackson-Pitt email - [grahamjp@cumbriawildlifetrust.org.uk](mailto:grahamjp@cumbriawildlifetrust.org.uk) or tel - 01539 816 300.