



Job Description

Job Title:	Cumbria Wildlife Sites Project - Project Manager
Weekly Hours:	21 or 28
Based At:	Flexible: Based at Cumbria Wildlife Trust's Office at Gosling Sike, Carlisle. Some home / flexible working will be available in line with the role's needs. Occasional travel across Cumbria will be required.
Reports To:	Head of Land Recovery at Cumbria Wildlife Trust (CWT).
Responsible For:	Allocated budgets and Cumbria Wildlife Sites (CWS) Project work programme. Project management of County Wildlife Site Field Officer and volunteers.

Purpose of the role:

The purpose of this role is to ensure that CWS are contributing positively to nature recovery in Cumbria through organising and coordinating the Cumbria Wildlife Sites Project.

The post-holder will coordinate the CWS work programme which will be delivered by a small team, including staff from Cumbria Biodiversity Data Centre (CBDC) and volunteers. The CWS Project Manager reports to the CWS Advisory Group and Site Selection Panel, both of which guide development of the CWS work programme.

The role will involve supporting the CWS Advisory Group, promoting collaborative working, managing budgets and assisting with fundraising. Coordination of surveying and monitoring CWS will form a major part of the work programme; this will include managing databases, digitising and sharing data, convening and supporting the Site Selection Panel and project managing Field Staff and volunteers.

The post-holder will raise awareness of, and provide management advice for Cumbria's Wildlife Sites with key audiences such as land owners and stakeholders within the planning process. Continued active participation in the Royal Society of Wildlife Trust led Local Wildlife Sites group will ensure knowledge sharing at a national and strategic level with key partners feeding into policy developments concerned with Wildlife Sites.

About County Wildlife Sites:

Cumbria's Wildlife Sites are a vital part of our nature/biodiversity resource and a key component of the Local Nature Recovery Strategy. The CWS system, often referred to as Local Wildlife Sites, is supported through the National Planning and Policy Framework, and recognised within Cumbria's Local Planning Frameworks. The CWS processes and 'Selection Guidelines' have been developed in line with Defra's 2006 guidelines "Local Sites Guidance: Their Identification, Selection and Management". There are >1,600 CWS in Cumbria and more than 50% have not been surveyed, while the remainder were first surveyed many years ago. The CWS Project aims to continue to develop a survey and monitoring programme which will survey/resurvey all these sites and provide advice to landowners/managers to maximise the many benefits these sites can provide to biodiversity and other environmental services.

Special Features of the Role:

Whilst the CWS Project Manager will be employed by CWT, the Field Officers will be employed by CBDC. Along with volunteers, staff from these organisations will form a CWS team who will need to work collaboratively and flexibly together in order to achieve success.

The CWS team will also work closely with staff from Cumberland Council, Westmorland & Furness Council, Cumbria Local Nature Partnership, Lake District National Park Authority, Yorkshire Dales National Park Authority and Natural England. Together with CBDC and CWT these organisations will form the CWS Advisory Group.

Main Responsibilities and Accountabilities:

1. Organise and Deliver the CWS Survey and Monitoring Programme.

- Coordinate and support CWS Field Officers and volunteers.
- Have understanding of survey methodology and the CWS Guidelines to enable assisting with CWS field surveys, as/when required.
- Maintain a CWS owner/occupier database ensuring it complies with GDPR, using the database to identify, contact and liaise with landowners to secure survey permission with the assistance of the CWS team.
- Maintain project management system to provide effective remote working, task allocation, and reporting across the Project Team.
- Maintain a CWS owner/occupier database ensuring it complies with GDPR, using the database to identify, contact and liaise with landowners to secure survey permission with the assistance of the CWS team.
- Ensure all necessary data is provided to CBDC to update the CWS database and LNRS Habitat Base Map.
- Review surveying & monitoring process to identify future efficiencies e.g., remote sensing, field-based digitisation etc.
- Manage a potential new site “watch list” for future consideration as CWS.
- Arrange meetings, prepare agendas and draft subject papers for the Site Selection Panel to support them to amend, delete or add sites to CWS database in line with CWS selection criteria.

2. Support the CWS Advisory Group

- Continue to work with the CWS Advisory Group to develop a consensus and aligned approach to the delivery of the CWS work programme.
- Promote collaborative working across the CWS Advisory Group and more widely to ensure CWS are recognised within, and contribute to, the Local Nature Recovery Strategy and Planning Systems in Cumbria.
- Manage the Cumbria Wildlife Sites Project budget and work with key partners from the CWS Advisory Group to identify funding opportunities to maintain and expand the CWS system, where necessary preparing grant applications.
- Arrange meetings, prepare agendas and draft subject papers for the CWS Advisory Group and arrange for notes and minutes to be taken and shared in a timely manner, a minimum of 4 times a year.

3. Communications and Promotional Activity

- Produce end of year reports to update CWS Advisory Group and others of progress and next steps.
- Respond to project queries and requests for data from project partners.
- Develop new engagement approaches to reach owners/occupiers including attendance at auction markets, farming events, links to NFU/The Farmers Network etc.
- Relationship management for CWS owner/occupiers including quality assurance of non-technical reports to owners/occupiers.

Person Specification

1. Qualifications & Experience:

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

		Essential	Desirable
1.	Educated to a high level - professional qualification or substantial other experience to an equivalent level	•	
2.	Proven track record in project management	•	
3.	Developing and coordinating project work programmes	•	
4.	Writing and managing project budgets	•	
5.	Creating and managing databases	•	
6.	Supervising a small team of employees	•	
7.	Proven track record in partnership working	•	
8.	Liaising with land owners and land managers	•	
9.	A full UK driving licence and a willingness to travel	•	
10.	Previous experience of delivering Phase 1, NVC and UKHab habitat surveys		•
11.	Experience in using GIS applications and use of mobile mappers and apps in the field		•
12.	Experience in writing successful funding application		•
13.	Working with and managing volunteers		•
14.	Researching, evaluating and communicating environmental information		•

2. Knowledge & Skills:

The post holder will have the following knowledge and skills:

		Essential	Desirable
1.	Strategic, creative thinker with the ability to develop programmes that deliver against targets	•	
2.	Resilient, good time management skills and an ability to prioritise and work under pressure to agreed deadlines.	•	
3.	How to effectively collaborate with colleagues and external individuals and organisations to achieve goals	•	
4.	IT literate, particularly MS Word, Excel, Outlook and social media	•	
5.	Influential and effective communicator – both written and oral	•	
6.	Understanding of the importance of data protection and health and safety legislation. Preparation of field-based risk assessments	•	
7.	Understanding of field surveying including species recording, ecological surveying/monitoring techniques and habitat condition assessment		•
8.	Knowledge of appropriate conservation land management practices		•
9.	Use of GIS applications to display and analyse data		•
10.	Policies, legislation and organisations affecting UK wildlife		•

3. Personal Qualities:

The post holder should possess the following:

		Essential	Desirable
1.	Ability to maintain high levels of enthusiasm and self-motivation	•	
2.	Strong leadership skills	•	
3.	Ability to work well on their own initiative and co-operatively as part of a team	•	
4.	Ability to be flexible and respond to changing situations	•	
5.	Tact and diplomacy	•	
6.	Ability to work effectively under pressure	•	
7.	A strong affinity with wildlife/wildlife habitats	•	
8.	Ability to undertake safe remote working in often poor weather conditions	•	

Date: July 2025