



## Job Description

**Job Title:** Flagship Peatlands Project Manager

**Weekly Hours:** 28 (FTE 0.8) usually worked 4 days per week

**Based At:** Hybrid working with office space available at Plumgarths, Kendal, Cumbria LA8 8LX or Gosling Sike, Houghton, Carlisle CA3 0LD

### Job Purpose:

The purpose of the job is to co-ordinate the Trust project development team and the project partners to inform the development of a 2<sup>nd</sup> stage application for the Flagship Peatlands project to the National Lottery Heritage Fund (NLHF).

### Project background:

Peatlands are an unappreciated 'Cinderella' habitat, but are of huge significance in Cumbria in addressing flooding, climate change and biodiversity loss. While Cumbria Wildlife Trust have been the county leaders in the restoration of peatland habitats for over a decade, this new significant project will aim to make a step change in the public understanding and appreciation of this internationally important habitat, which Cumbria is so important for.

The project will enhance, educate and elevate peatlands through a variety of interventions, but will also focus on two flagship peatland sites that give us access to large numbers of people but very different audiences: Skiddaw Forest - creating the highest nature reserve in Cumbria and Foulshaw Moss – creating the most accessible peatland site in Cumbria.

### Special Features of the Role:

This role is to deliver the objectives, outlined below, of the development phase of the Flagship Peatlands project. This is a multi-departmental project for CWT with a number of beneficial partnerships. To provide a coordinating role to pull the various components of the project together and ensure that it is managed as a single project delivering a range of interlinked outcomes.

### Main Responsibilities and Accountabilities:

- Chair project steering group meetings and compile agendas
- Maintain project management documents such as risk register, timetable and progress reports on delivery against target outputs.
- Monitor budgets.
- Coordinate the different elements of the project to ensure that there are no conflicting requirements.



- Meet with external project partners where appropriate to establish their role in the delivery of the project.
- Work to support project staff with key areas of development work such as the arts programme, interpretation plans, consultations with key groups, market research, education/volunteer development plans etc.
- Share the learnings from each area of work with the whole project team.
- Co-ordinate with the project team to write an Activity Plan for the project in line with NLHF guidance.
- Review all documents submitted by the project team to make sure they are of good quality, meet the project objectives, can be delivered within timeframes and budgets and are linked where appropriate with other aspects of the project.
- Finalise a project partnership agreement for the delivery phase of the project.
- With the Project Officers and external consultant, create a plan for evaluating the impact of the project and delivery of the project outputs.
- Write and submit stage 2 application by the agreed deadline.
- Prepare progress reports and a completion report for funders, senior management and trustees.
- Submit project reports and funding claims to NLHF.
- Be the point of contact for the HLF external evaluator.

### **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 and the Trust's Universal Work Plan.
- Any other duties that may reasonably arise from time to time.
- All tasks and responsibilities are to be carried out in accordance with the Trust's policies and procedures.

**Date: Feb 2026**



# Person Specification

## Role: Flagship Peatlands Project Manager

### 1. Qualifications & Experience:

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

		Essential	Desirable
1.	Successful track record of working on nature-based projects and in preparing information for funding applications.	•	
2.	Audience development work and consultation meetings with a range of stakeholders (community groups, councils, special interest groups, universities, partner organisations etc).	•	
3.	Line Management and Project Management.	•	
4.	Successful track record of working on nature-based projects and in preparing information for funding applications.	•	
5.	Experience of undertaking audience development work as part of National Lottery Heritage Fund-funded projects.		•
6.	Co-ordinating project steering group meetings to deliver desired outcomes.		•
7.	Previous experience in writing grant applications.		•
8.	Delivering grant-funded projects.		•

### 2. Knowledge & Skills:

The post holder will have the following knowledge and skills:

		Essential	Desirable
1.	Excellent face-to-face and written communication skills.	•	
2.	Methods of evaluating projects.	•	
5.	Ability to work to deadlines.	•	
6.	Previous knowledge of NLHF Grant application processes.	•	
7.	A concise, considered approach with strong attention to detail.	•	
8.	Computer-literate, with good knowledge of Microsoft Office applications.	•	

### 3. Personal Qualities:

The post holder should possess the following qualities:

		Essential	Desirable
1.	Able to work independently, but also collaboratively as part of a multidisciplinary team and with a 'can-do' attitude.	•	
2.	Self-motivated and confident in own abilities.	•	
3.	Able to balance a busy and varied workload and prioritise tasks.	•	
4.	Positive and helpful attitude.	•	
5.	Strongly motivated by our mission and values.	•	