



Lancashire,
Manchester &
N Merseyside

JOB DESCRIPTION

IDENTIFICATION OF POST

Job Title: Development Manager

Responsible to: Senior Project Manager

Responsible for: Project Officers and Volunteers

PURPOSE OF POST

This post is extremely important and will play a major role in delivering our ambition to create a regionally important natural environment attraction at Moss Bank Park in Bolton.

You will increase people's connection with nature, the outdoors and the Trust through the co-ordination and development of a programme of exciting and interactive engagement initiatives throughout the Park. These will be focused particularly within our existing HIVE attraction as well as galvanising activity amongst the public to get actively involved in our work at the Park.

To help us achieve this ambition you will lead a small team to enhance and expand our blend of semi-commercial engagement opportunities. You will be tasked with increasing our visitor numbers at events by over 50%, along with achieving set targets for earned income. You will also act as the lead, supported by senior officers within the Trust and key partners, to implement new strands of delivery and capital development on an underutilised asset within the Park to improve the quality and diversity of attraction at the Park.

You will work closely with the Trusts Senior Project Manager, communications team, Catering Operations Manager, as well as Senior Officers within Bolton Council.

MAIN RESPONSIBILITIES

Engaging with stakeholders

- Work closely with the Trust's Fundraising Team and partners (where appropriate) to identify new funding opportunities for engagement work and capital development at the HIVE and wider Moss Bank Park
- Provide guidance and support where required to the Trust's team at the HIVE and line manage a range of staff and volunteers
- Maintain strong and productive relationships with existing and new partners to grow the delivery of work at Moss Bank Park that will get more people connecting with nature and the outdoors
- To engage and influence strategic partners, decision-makers and funders to actively support our ambitions at Moss Bank Park and raise the importance of the natural environment

Inspiring and involving the public

- Raise the profile and reputation of the Trusts work at Moss Bank Park, particularly the HIVE, by playing a key role in public advocacy on behalf of the Trust within the Borough and wider region e.g. with local politicians, key officers, local and regional press
- Co-ordinate and expand our existing engagement programme (semi-commercial) at the HIVE and Moss Bank Park to include a small number of major events / festivals (5000+ visitors), acting as the lead and maintaining and developing partnerships with key stakeholders
- Lead strategic development of volunteering activities at the HIVE and Moss Bank Park. This will include identification of opportunities for volunteer involvement, recruitment, induction and supervision to help the Trust and partners deliver our vision for the HIVE and Moss Bank Park.

Project planning, monitoring and management

- Ensure that work delivered at the HIVE and Moss Bank Park is consistently of a high quality and achieving income / budget targets. Undertake regular monitoring, evaluation and reporting exercises (including financial performance) to internal and external audiences.
- Develop opportunities for new projects, engagement services and contract work that significantly add to the Trust's portfolio of work at the HIVE / Moss Bank Park in line with the Trusts strategic aims.
- Overview all Health and Safety aspects of projects and delivery ensuring that LWT guidelines are being followed at all times

This job description serves to illustrate the type and scope of the duties currently required for the above post and to provide an indication of the required level of responsibility. It is not a comprehensive or exclusive list and duties may be varied from time to time, they will not however change the general character of the job or the level of responsibility entailed.

JOB SPECIFICATION

This is a challenging role, which needs committed energy, initiative and drive. It will require team working both within the Trust and externally with staff from Bolton Council and other partners. You will need high levels of confidence and the ability to lead on key decisions, challenging situations, staff and volunteer management. A determined yet friendly, professional and resourceful approach will be required, whilst dealing with a wide range of people and situations.

The role will include:

- Regular liaison with a range of contacts. These include employees and volunteers of the Wildlife Trust, Bolton Council, partners, media contacts and members of the public.
- Monitoring of performance against targets.
- Travel throughout Bolton and occasionally beyond. A current driving license, a car and full insurance cover for personal and business use will be a distinct advantage.
- In order for the Trust to work effectively you may be required to assist with other areas of work and therefore, you should be prepared to undertake other duties appropriate to the post, as delegated by your line manager.

PERSON SPECIFICATION

JOB TITLE: Development Manager

This section details the experience, skills, knowledge and personal qualities required for the post.

| Experience and knowledge | Essential | Desirable |
|--|------------------|------------------|
| Significant and demonstrable experience in development and delivery of public engagement activities, including high profile events (preferably in the outdoor environment) | √ | |
| Experience and understanding of involving people in the natural environment via volunteering; community engagement and outdoor learning | √ | |
| Demonstrable experience of being opportunistic and entrepreneurial (associated with community attractions / engagement programmes) | | √ |
| Successful experience of developing and building a team and line-managing staff and volunteers | √ | |
| Experience of building relationships and working closely with partners to deliver agreed objectives | √ | |
| Experience of working within a country park / visitor centre environment | | √ |
| Proven track record of implementing monitoring and evaluation techniques and producing reports, presentations and or case studies | √ | |
| Experience of administrative duties including budget management | √ | |
| Good knowledge of urban biodiversity | | √ |
| Skills | | |
| Excellent communication and interpersonal skills, including experience of public speaking | √ | |
| Proven ability to think creatively and innovatively with a strong sense of accountability and ownership | √ | |
| Ability to inspire, motivate and enthuse a wide range of people about wildlife and the outdoor environment | √ | |
| Ability to set, prioritise and achieve targets on time | √ | |
| Team working, leadership and delegation skills | √ | |
| Personal qualities | | |
| Commitment and enthusiasm to inspiring and engaging people with the outdoors and nature | √ | |
| A positive attitude, professional approach and strong work ethic | √ | |
| Excellent networking skills and the ability to build rapport quickly | √ | |

GENERAL TERMS AND CONDITIONS

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| Salary: | £24,548 per annum |
| Duration of post: | 12 month position (extension subject to performance / budget) |
| Pension: | The Trust contributes to the NEST pension's scheme. Full details will be provided. |
| Hours of Work: | Full time – 37.5 hours per week. Overtime is not paid but time off in lieu may be taken, where appropriate. The role will involve evening and weekend working. |
| Holidays: | 25 days plus 3 occasional days per annum pro rata |
| Trust Policy and procedures | All staff are required to abide by organisational policies and procedures. |
| Place of work: | The role will be based at two locations: Moss Bank Park, Bolton, BL1 6NB and Environmental Resource Centre, 499 – 511 Bury Road, Bolton, BL2 6DH, |
| Other: | The Wildlife Trust operates a no smoking policy at all its offices and is an equal opportunities employer and is positive about those individuals covered by the Equality Act 2010. |

Criteria Common to All Job Descriptions:

A Job Description sets out the purpose of the job, where it fits into the Trust's structure, the context within which the job holder functions and the principal accountabilities of job holders, or the main tasks they have to carry out. It is not a definitive work plan. This document is intended to provide guidance on the scope and function of the job.

Equal Opportunities Statement:

All employees are required to adhere to and promote the principles and operation of the Trust's policies on equalities, to ensure that services provided are relevant to ethnically diverse communities and other disadvantaged groups in the area.

Health and Safety Statement:

All employees are required to ensure that all duties and responsibilities are discharged in accordance with the Trust's Health and Safety at Work Policy and the Health and Safety File. They should take reasonable care for their own Health and Safety and that of others who may be affected by what they do or do not do. Staff should correctly use work items provided by the Trust including personal protective equipment in accordance with training or insurance. All members of Trust staff are responsible for informing their line managers of any potential gaps in the current Trust Policy. All employees are responsible for ensuring that Health and Safety Policy is up to date and continuously reviewed and evaluated.

Performance Review:

All employees will participate in the Trust's Performance Review process. The process aims to ensure that performance standards/targets are jointly agreed between employees and line managers and are achieved within agreed time scales. Failure to maintain an appropriate standard indicated by management can result in Capability proceedings being taken.

Commensurate Statement:

At times, the Post holder will be required to undertake other duties and responsibilities of a similar level and nature in order to support workload peaks and resources and skill shortages, ensuring priorities are met. This will be sensitive to available resources and individual skills and will generally be within the same area.

Adherence to Staff Handbook, Policies and Procedures:

The Trust is a large, diverse charitable organisation and as such needs to ensure that all employees are aware of their obligations to and from the organisation. These are clearly defined in the Staff handbook, the Intranet and in the policies and procedures adopted by Council as part of the Trust's governance. All Employees have an obligation to read and understand these policies, especially those that are pertinent to this role.