



Lancashire,
Manchester &
N Merseyside

JOB DESCRIPTION

Job Title	Lancashire Peatlands Initiative Project Manager
Responsible to:	Director of Development
Responsible for:	Lancashire Peatlands Initiatives Project Officer, placements, volunteers, contractors, visitors

PURPOSE OF POST

To promote, manage and ensure sustainability of our peatland habitat work across the Trust's area including projects that acquire, protect, restore and improve priority lowland raised bogs and upland peatlands, and work with partners across our peatlands to ensure bigger, better and more joined up landscapes.

MAIN RESPONSIBILITIES

To be the strategic leader in peatland conservation within the Trust and represent peatlands nationally and internationally.

To co-ordinate and lead the Lancashire Peatland Initiative, working with and supporting the Lancashire Peat Partnership.

To lead the delivery of LWT's workstream in the EU-funded Care-Peat project, the main aspect of which is a sphagnum farming buffer zone pilot around a lowland peat bog.

To identify and manage the delivery of a programme of peatland conservation across the Trust's area as set out, but not restricted to, in LWT's Peatland Business Plan, keeping up to date with new and innovative techniques in peatland conservation.

To implement the acquisition of new peatlands and potential adjacent land with support from the Trust's advisors and agents.

To identify and develop funding streams required to safeguard and manage the peatland habitats, including more diverse ways to bring in new income.

To raise awareness (and inspire action) among key decision makers of the importance of peatland habitats for the adaptation to and mitigation of climate change and to other ecosystem services.

To support Trust staff and partners in the development of innovative ways to develop, promote and manage natural capital, e.g. carbon capture, biodiversity net gain, natural capital investment approaches.



To work with partners to provide a key point of contact and expertise for encouraging sympathetic management of peatlands and associated habitats, including the exploration of new management techniques e.g. paludiculture.

To implement a campaign for more peat free products and establish relationships with RHS and horticultural retailers to explore joint messages with regard to peat free gardening.

To co-ordinate and administer the Project Steering Group in the delivery of the Project's objectives.

To undertake any other duties commensurate with the post's responsibilities as defined by the line manager.

JOB SPECIFICATION

1. Undertake a range of technical and professional work in differing situations and often with considerable responsibility and autonomy.
2. Provide the lead co-ordination role within the Peatland project. This will involve considerable inter-organisational working regularly to senior officer level.
3. Provide the lead role for LWT for the Interreg Care-Peat project. This will involve European travel and working with partners across NW Europe.
4. Influence the policy agendas of key agencies on the wide benefits of peatland conservation from wildlife habitats and species, carbon and water management to heritage landscapes and green tourism.
5. An entrepreneurial approach to raising the funds required for coordination and project work.
6. The creation and management of budgets and projects of up to the value of £500,000 pa.
7. Selection and management of staff, contract staff and volunteers as necessary. Line managing 1 professional staff member.
8. Liaising regularly with a range of contacts, these include:
 - Members of the Lancashire Peat Partnership, Wildlife Trust advisors, staff and volunteers.
 - Landowners / land-managers and their agents.
 - Partners from the EU in the Care-Peat project
 - Officers from other bodies, including statutory bodies, local government, NGO's and academic institutions.
 - Addressing audiences of 10+, including speaking at conferences, seminars etc.
 - Committee work, e.g. Steering Group, Peat Partnership meetings, Care-Peat project meetings, local strategic partnership groups etc.
 - Funders and sponsors, potential and actual.
9. Flexibility and a willingness to work occasional unsocial hours.
10. Frequent travel around the North West area and beyond (including NW Europe). A driving license and access to a car with business use insurance cover is required as public transport is often inadequate.
11. In order for the organisation 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 Lancashire Peatlands Initiative Project Manager

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

Experience and knowledge	Essential	Desirable
Degree in a relevant subject and at least 5 years appropriate experience working within a recognised conservation agency (or equivalent) in a professional capacity, with significant experience and knowledge of managing and monitoring wildlife habitats, including the management of peatlands and associated habitats	✓	
Managing projects, budgets and staff	✓	
Researching, evaluating and communicating environmental information e.g. carbon capture, with knowledge of environmental issues, particularly carbon sequestration and effects on climate change	✓	
Working on partnership projects, liaising with a wide variety of individuals, stakeholders and organisations and facilitating meetings	✓	
Project fundraising and financial management		✓
Landowner liaison and land acquisition		✓
Familiarity with the current legislation, development and planning policies, and national strategies that underpin much of our work		✓
Skills		
Be a persuasive communicator, both verbally and in writing, to a wide range of audiences, including the ability to speak enthusiastically about the value of peatlands and our landscape-scale approach through presentations, meetings and the media	✓	
Organise and prioritise work effectively, often to tight deadlines, and monitor outcomes	✓	
Manage projects and budgets		✓
Use GIS packages		✓
Personal qualities	Essential	Desirable
Ability to maintain high levels of enthusiasm that inspire others and generate support and action for peatland conservation	✓	
Ability to be innovative, flexible and respond to changing situations and opportunities	✓	
Ability to work well on own initiative and co-operatively as part of a team, with a positive and mature approach demonstrating integrity, tact and diplomacy	✓	
A strong affinity with peatlands, landscape ecology and the work of the Wildlife Trust	✓	



GENERAL TERMS AND CONDITIONS

Salary:	£26,733.08 per annum
Pension:	The Trust contributes to the NEST Pension Scheme full details will be provided
Expenses:	Normal expenses incurred in the normal course of business activities are claimed and paid on a monthly basis.
Hours of Work:	Full time hours - 37.5 hours per week. Overtime is not paid but time off in lieu may be taken, where appropriate, as the post will involve evening and weekend work.
Duration of post:	This post is a 3 years fixed term contract. All new employees undertake a probationary period of 6 months, in which time they are expected to demonstrate their suitability for the post.
Holidays:	25 days plus 3 occasional days per annum
Place of work:	Wildlife Trust's Greater Manchester Office, ERC, 499 – 511 Bury Road, Bolton BL6 5EL
Closing date:	24th April 2019
Interviews:	1st or 2nd May 2019

Due to the high cost of postage and our environmental policy, we do not send acknowledgements for applications or letters to unsuccessful applicants. If you have not heard from the Trust within five weeks of the closing date, please assume your application has been unsuccessful.

Thank you for your interest in working for the Wildlife Trust for Lancashire, Manchester and North Merseyside. We look forward to receiving your application.

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.

Lancashire Peatlands Initiative Project Manager Job Description March 2019



**Lancashire,
Manchester &
N Merseyside**

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.