

## CAIRNGORMS CAPERCAILLIE PROJECT

### PROJECT MANAGER JOB DESCRIPTION

**Fixed Term Contract 15 months. Salary band D (£29,633 to £35,672) 37.5 hrs per week.**

The Cairngorms Capercaillie Project is a partnership project to deliver three principle objectives: to build support for capercaillie conservation, helping people to understand and value their natural heritage, the benefits it can bring and how their actions can affect it; to work with communities to develop sustainable approaches to recreation, meeting residents and visitors needs whilst minimising impact on capercaillie; and to develop a programme of conservation action to support the species' long-term survival, creating a bigger and more robust forest network.

A staff team and a range of local groups and volunteers will deliver and monitor the activities which comprise the overall project. The Project Manager will be based in Grantown-on-Spey, leading the Cairngorms Capercaillie Project staff team.

#### **Overall Purpose**

- To co-ordinate and manage the collective delivery of the Cairngorms Capercaillie Project, leading a strong and effective team of staff and partners
- To co-ordinate and prepare an Activity Plan, Evaluation Framework and Plan, Project timetables and cash flows, Management and Maintenance Plan and oversee collation of all HLF documentation in preparation for a second round submission
- Ensure development phase activities provide clear learning outcomes that inform the second round application and that monitoring and evaluation requirements are met and captured as per HLF requirements

#### **Project Management**

- Directly line manage the CCP Engagement Officer and Community Ranger; and matrix manage the Capercaillie Advisory Officer and Assistant
- Co-ordinate and work with partner organisations and project staff to ensure delivery of a number of activities in line with project plans, activity plans and budgets
- Oversee the procurement and management of all contracts, directly managing contracts for counts of capercaillie productivity, population monitoring using genetic techniques and mitigating predator impacts
- Facilitate strong and effective working relationships between project partners, and embed and strengthen the links between the activities
- Co-ordinate the development and submission of the second round HLF application
- Actively engaging with and reporting to Partners (including community and stakeholder groups), funding organisations (HLF, LEADER and Landfill Communities Fund) and the Project Board.
- Manage the overall budget, including reporting and monitoring procedures and preparing and submitting budget claims and progress reports to the Heritage Lottery Fund, LEADER and other funders as required
- Work with project partners to prepare and manage project work programmes.
- Work closely with the Cairngorms NPA Finance manager, and finance team, in the management of CCP project finances, ensuring they meet audit requirements

### **Stakeholder Engagement**

- Act as the first point of contact for the CCP, advising and representing the partnership as appropriate.
- Make sound judgements on the handling of controversial and sensitive issues, acting with diplomacy and tact;
- Ensure stakeholders are actively engaged in the progress of the project and the delivery of activities
- Identify and liaise with key individuals, groups and organisations required to assist with delivery of the Project

### **General**

- Manage staff to ensure efficient and effective delivery of the project. Ensure effective performance of staff and prepare appraisal reports for staff, identify and help to meet training and development needs and implement Health and Safety procedures
- To carry out the above duties in line with the Cairngorms National Park Authority Policies and Procedures
- To carry out further duties as and when required in line with the grade of the post

## **Person Specification - Knowledge, experience and training**

### **ESSENTIAL**

- Excellent communicator with positive and realistic 'can-do' attitude.
- Substantial experience of project planning, development, management and evaluation - ideally in a natural heritage and community engagement environment;
- Experience and skills in staff management
- Experience and highly skilled in budget management and forecasting
- Experience and skills in contract management;
- Good understanding of species conservation, recreation management and community engagement;
- Experience of working in and building effective partnerships with a range of stakeholders in the public and private sector, including community engagement;
- Computer and IT literate
- Ability to work on own initiative, delivering to agreed deadlines
- A strategic thinker and planner.
- Educated to degree level or equivalent experience with a positive attitude to personal development
- Driving licence (Other arrangements will be considered for those with a disability which prevents driving).

**DESIRABLE**

- Knowledge and understanding of capercaillie conservation
- Experience of Heritage Lottery Funded projects
- Experience of Action Research/Reflective Planning