



JOB DESCRIPTION: Avalon Marshes Project Manager

This post is employed by Somerset Wildlife Trust on behalf of the Avalon Marshes Green Recovery Challenge Fund project partnership.

Somerset Wildlife Trust is a local independent charity focused on improving the natural environment of Somerset for the benefit of wildlife and people. We champion Somerset's stunning, diverse, and important natural environment, making the case for nature to the public and politicians. We protect wildlife and lead the recovery of the environment by example, including on our nature reserves.

Somerset Wildlife Trust is one of 46 Wildlife Trusts across Britain which together with the *Royal Society of Wildlife Trusts* collectively form *The Wildlife Trusts*. We are the biggest charity movement in the UK working solely for nature and we believe that restoring nature on a landscape scale is essential for tackling climate change and biodiversity loss.

Our Vision

To deliver a Somerset wide nature recovery network creating more space for wildlife, benefiting everyone, and playing its part in helping us reverse biodiversity loss and tackle the climate crisis.

Our Mission

To champion the change needed to rebalance our relationship with wildlife and the natural world.

Our Goals for 2030:

1. To ensure that nature is improving across the county, supported by restored natural processes, and is connected and protected through a Nature Recovery Network, with at least 30% of land and sea managed positively for nature.
2. For nature to be valued and protected by everyone, building a movement with at least 1 in 4 people taking action for nature's recovery across Somerset.
3. By 2030 to tell the story of nature's recovery in Somerset through a shared, live online State of Nature tool that monitors progress and informs action.

Working in partnership with the RSPB, the Trust has been successful in securing Green Recovery Challenge Funding for the Avalon Marshes Wetland Wonderland.

The Avalon Marshes is one of the largest & most important wetland areas in the UK, home to a range of wildfowl, waders, rare insects, plants & reptiles & threatened native species. This vital landscape is at risk from fluctuating water levels, agri-environment transition & habitat fragmentation. Covid-19 has resulted in habitat management delays, as well as seeing a huge increase in visitor numbers which our current infrastructure cannot accommodate.

At the heart of this landscape is the Avalon Marshes Landscape Partnership, consisting of Natural England, the RSPB, Hawk and Owl Trust, Somerset Wildlife Trust, South West Heritage Trust and the Environment Agency. Together the partnership are working towards a joint vision by which communities, landowners and businesses work together to manage the land to achieve a thriving, nature-rich wetland landscape which is resilient and able to adapt to climate change, and providing significant income to the local and county economies through regenerative agriculture and eco-tourism.

Our project will further enable this vision by:

- Direct delivery on three existing sites, Somerset Wildlife Trust's Westhay Moor National Nature Reserve (NNR) and Honeygar Farm (a former dairy unit) and RSPB's Ham Wall NNR. Across these sites we will work to improve water quality, enhance passage for eels & fish, create a new hide and island habitats at Westhay, and begin restoration of Honeygar. This will help us to create bigger, better & more joined up habitats.
- Reaching out to new audiences, developing our offer and encouraging visitors from local urban areas & removing physical barriers with virtual engagement tools, as well as increased and improved signage, guidance, trails, & events.
- Co-ordinate a consultant led Community Renewal Funded Project producing an Avalon Marshes (AM) Feasibility Study and Roadmap: a detailed feasibility study and options appraisal of tourism needs in the Avalon Marshes to create a 'masterplan' for future development of the visitor economy, balancing growth with environmental sustainability.

Job Title	Avalon Marshes Project Manager
Grade	Manager Level 3
Reports To	Head of Nature Recovery
Responsible for	Avalon Marshes Communications Officer, Avalon Marshes Engagement Officer
Team	Avalon Marshes in Nature Recovery Team
Job Purpose	<p>This is a new post, part of a new team, created for the Green Recovery Challenge Fund supported Avalon Marshes Wetland Wonderland project. The post is hosted by Somerset Wildlife Trust on behalf of the project partnership.</p> <p>This post will champion the project externally inspiring stakeholders to get involved. The post will oversee project delivery to achieve objectives including line management of the newly created Avalon Marshes team, coordinating & supporting partner activities, reporting to the steering group, managing the project budget, reporting to the funder and managing risk.</p> <p>This post is responsible for bringing together all elements of work and creating a clear master plan, monitoring and evaluation of the project, and engaging with external stakeholders.</p> <p>This is a challenging role working with multiple partners and stakeholders. The postholder will need excellent communication, networking and project management skills and a passion to achieve more for nature.</p> <p>This is a fixed term appointment until March 2023.</p>
Position	4 or 5 days a week, dependent on the candidate and ability to work on a tourism masterplan for the Avalon Marshes. Based at Avalon Marshes Centre but with some time spent on sites and with local stakeholders. Some opportunities for home

	working when not required on site. Evening and weekend work may be required and we operate a Time Off in Lieu system.
Working Relationships	<p>Internal (SWT):</p> <p>Key relationships: Avalon Marshes GRCF Team, Avalon Marshes Visitor Experience Officer, Nature Recovery Team, Communications Team, Engagement Team, Nature Reserves Team, Finance Team, Fundraising Team</p> <p>Relationships with: All staff, Trustees and volunteers</p>
	<p>External:</p> <p>Key relationships: RSPB, Natural England, project steering group, Somerset County Council Strategic Tourism Officer, National Lottery Heritage Fund</p> <p>The general public, community groups, Parish Councils, partner organisations, private landowners, members and supporters, suppliers and contractors.</p>

Job Description

Key responsibilities will include:

- Lead the Avalon Marshes Wetland Wonderland project, managing and supporting the newly created team.
- Lead co-ordination of the work of the newly established team, along with Avalon Marshes Partners to deliver agreed project outcomes within budget and set timeframes.
- Manage the project budget, working with Somerset Wildlife Trust's financial systems.
- Establish and deliver an impact monitoring and evaluation system including tendering for and appointing an external evaluator.
- Set up and support project steering group meetings and ensure all project partners are engaged and kept up to date with progress including quarterly reports to the steering group.
- Lead reporting on progress to the National Lottery Heritage Fund as required on behalf of all project partners.
- Support the Fundraising Team to secure required match funding.
- Line manage the Avalon Marshes project team (Engagement Officer, Communications Officer).
- Lead coordination of engagement work with project partners and external stakeholders to develop a master plan for the Avalon Marshes including supporting consultant delivery of Avalon Marshes (AM) Feasibility Study and Roadmap: a detailed feasibility study and options appraisal of tourism needs in the Avalon Marshes to create a 'masterplan' for future development of the visitor economy, balancing growth with environmental sustainability.

General

- The job holder is required to follow and comply with all policies and procedures of the Trust which includes the Trust's Health and Safety and safeguarding procedures, ensuring the personal safety of all staff, volunteers, young people and vulnerable adults involved in the project.
- To uphold the working values and expectations of the Somerset Wildlife Trust.
- To carry out other duties relevant to your post as reasonably required by your line manager.
- To reflect the Trust's Values in all areas of work.

PERSON SPECIFICATION		
To succeed in this role you will need to demonstrate:		
	<i>Essentials</i>	<i>Desirables</i>
Qualifications	A degree, similar qualification and proven work experience in the field of community and stakeholder engagement.	
Experience/Knowledge	<p>Proven project management experience including planning, financial management, project reporting and evaluation</p> <p>A proven track record of working in successful partnerships and managing a range of programmes to achieve specific outcomes</p> <p>Experience of tendering for and managing third party contracts</p> <p>Working with a wide range of stakeholders and building successful relationships</p> <p>Proven experience of leading teams and successfully managing people</p>	<p>Experience of successfully working with and supporting volunteers</p> <p>Experience of identifying and sourcing match funding</p> <p>A knowledge of the wildlife and habitats of the Somerset Levels and Moors</p> <p>Knowledge of local government and planning processes</p> <p>Knowledge of Somerset communities</p> <p>Knowledge of economic, environmental and social drivers on the Somerset Levels</p>
Skills	<p>Excellent communicator including in public speaking and media</p> <p>Able to produce concise, clear written materials appropriate to the intended audience</p> <p>Excellent diplomacy and negotiation</p> <p>Proven planning, time management and prioritization skills – personally and for the project</p> <p>Requires minimal supervision</p> <p>Competent with the use of digital platforms and software for online engagement.</p> <p>Computer and digital media proficient</p> <p>Current full driving licence and able to use own vehicle for work when necessary.</p>	Recognised project management qualification such as Prince 2

Attributes	<p>Ability to build trust and hold challenging conversations with a wide range of stakeholders and find agreement</p> <p>Innovative, resilient under pressure and self-motivated – a solution seeker.</p> <p>Confident but with tact and diplomacy.</p> <p>Commitment to the aims of the Wildlife Trust movement.</p>	<p>Interest in wildlife and nature restoration, especially in a Somerset context.</p>
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SOMERSET WILDLIFE TRUST'S WORKING VALUES AND EXPECTATIONS

Developing Somerset Wildlife Trust

To deliver our Wilder Somerset 2030 plan we, Somerset Wildlife Trust, will need to build our charity, be clear in our priorities and ensure our own actions support our aims. We have a new set of Values that will inform all our decision-making and actions to bring about nature's recovery across Somerset.

- We are passionate about nature.
- We believe everyone can make a contribution to nature's recovery.
- We love Somerset - its amazing wildlife and its communities.
- We are confident and brave in standing up for nature.
- We encourage innovative thinking and action for nature's recovery.

To deliver our strategy we will:

- Support, inspire and enable others to act while leading by example.
- Develop a Climate and Environment Strategy that delivers on our own environmental commitments within the Trust covering all areas of our operation and land use including procurement, utilities, facilities, and transport to achieve carbon neutrality by 2030.
- Use our resources efficiently and effectively, harnessing the diversity, talent and commitment of our staff and supporters.
- Expand our supporter base and sources of income, including through embracing new opportunities to generate income streams that are compatible with our strategic goals and maintain financial stability.
- Embrace new ways to grow our impact and reach, with a particular focus on expanding our digital knowledge and experience.