



**Somerset**  
Wildlife Trust



# Wilder Somerset

## 2030



More space for nature where wildlife thrives  
with more people on nature's side



**Job description:**  
**Project Manager (Honeygar)**

Somerset Wildlife Trust is a local independent charity and the only organisation uniquely 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.

The climate and ecological crises require comprehensive, ambitious solutions and urgent action across all sections of society. The crises are also inexorably linked so it is vital that our new strategy, '[Wilder Somerset 2030](#)' is delivered with both at its core. We recognise that people are part of the solution and everyone has a role to play in restoring nature and averting the worst of the climate change. Research suggests that if 1 in 4 people in society take action then social tipping points can be achieved and widespread positive change can happen. This underpins one of our key strategic goals and Team Wilder is our delivery approach to inspiring and empowering others to help nature recover.

### Our New 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 New Mission

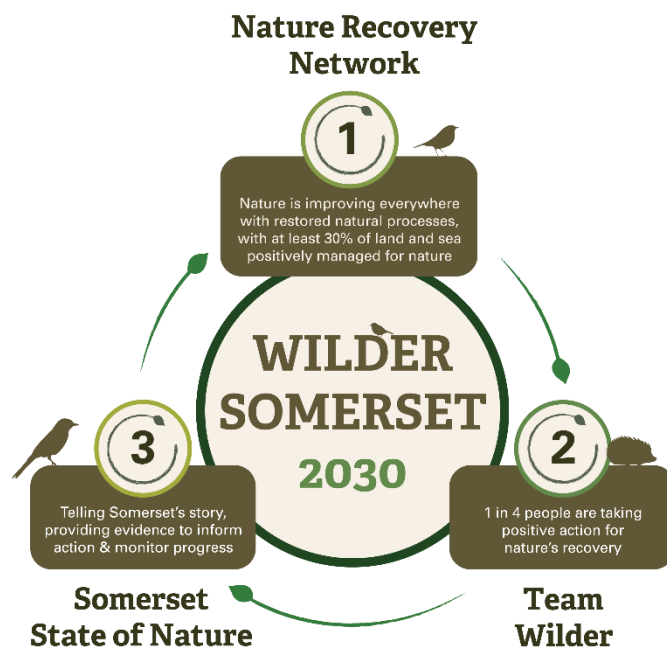
To champion the change needed to rebalance our relationship with wildlife and the natural world.

### Our Goals for 2030:

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.

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.

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.



## About the post

An exciting new position created to oversee the planning and development of the Somerset Wildlife Trusts new HoneyGar site into an innovative nature-based solutions field studies centre.

<b>Job Title</b>	Project Manager – Honeygar
<b>Grade</b>	Specialist Level 5
<b>Reports To</b>	CEO
<b>Team</b>	People, Culture & Resources
<b>Responsible for</b>	No reports
<b>Job Purpose</b>	To oversee the planning and delivery of a multi-million-pound construction project at the Trust's newly acquired site Honeygar. The successful applicant will be responsible for managing the construction lifecycle from design, procurement, and construction to final handover. The buildings will represent the Trust's ambitions for the wider site, to restore nature, deliver nature based solutions and use our experience to influence wider landscape scale change.
<b>Position</b>	Permanent, 37.5hrs per week. Based at our Honeygar site with some requirement to attend our Taunton office and opportunities for home working. 3-year fixed term.
<b>Working Relationships</b>	<b>Internal:</b> CEO, All staff, Trustees, volunteers
	<b>External:</b> potential clients including universities and professional bodies, contractors, consultants, architects, planners in the Local Planning Authority, local land owners, local communities, SWT members, suppliers and contacts from other Trusts', specialist advice services, consultants,

## Job Description – Key Responsibilities and Tasks

1. An exciting opportunity to make a positive impact as the project lead on the build of a multi-million-pound project to develop Honeygar farm buildings to create an innovative nature-based solutions field studies centre. The post-holder will see the project from design to build ensuring the highest standards every step of the way.
2. Using your project management skills and ideally construction knowledge, work with a wide range of internal and external stakeholders & holding appropriate consultations to develop and deliver the business model, building design and construction and project plans with surveyors, architects, builders, contractors and engineers. The buildings must be designed to the highest environmental standards to reflect the Trust's overall vision for the site: nature's recovery.

## Specific Tasks Include:

- a. Working with the CEO and Trustees to oversee tender processes to appoint and manage the relationships with architects and construction companies to carry out the construction of Honeygar
- b. Act as overall Project Management Lead for the Honeygar project using expert knowledge to work with the stakeholders, architects, SWT staff and contractors to ensure workstreams are completed within project scope, cost, time and quality constraints.

- c. Manage the relationships with all professional subcontractors engaged in the project, to plan, schedule and monitor construction activities to progress and ensure delivery is on time and on budget.
  - d. Agreeing goals and objectives within the Honeygar Steering Group, defining roles and producing schedules and timelines for tasks.
  - e. Communicate effectively and professionally acting as a spokesman on the progress and development of the Honeygar project working with SWT teams such as Comms and Nature Recovery on internal communications and acting as an external spokesperson including representing SWT in stakeholder consultations.
  - f. Adopt, maintain and promote cost conscious management through efficient use of all resources. Monitoring financial budgets to ensure the project is brought inline with budget constraints.
  - g. Resolve any issues and emergencies that arise during construction.
  - h. Writing progress reports and managing a RAID log, feeding back at Honeygar working group to ensure continuous communication and information flow to Trustees and other stakeholders.
3. Identify and manage the risks associated with the project to ensure delivery is on time in conjunction with the Head of People, Culture & Resources.
  4. Overseeing the building project to ensure the site operates within health and safety guidelines and environmental requirements (biodiversity net gain, nutrient neutrality and achieve zero net carbon) through strong visible leadership.
  5. Close the project by maintaining a lessons learnt log and evaluating the successes and challenges of the project to ensure lessons are learnt for the next project.

## General

- The job holder is required to follow and comply with all policies and procedures of Somerset Wildlife Trust which includes our health and safety and safeguarding procedures, ensuring the personal safety of all staff, volunteers, young people and vulnerable adults involved in the project.
- To carry out other duties relevant to your post as reasonably required by your line manager.
- To reflect the Somerset Wildlife Trust Values all areas of work.
- To work collaboratively with other Wildlife Trusts to share learning and achieve greater impact collectively.
- Somerset Wildlife Trust is committed to creating a more digital culture across the organisation. We aim to become more collaborative, agile and efficient through the use of digital technology. A basic level of digital skills is expected of all staff with the opportunity to improve these skills with career progression.
- Somerset Wildlife Trust has an Equality, Diversity and Inclusion Plan and is committed to continuing to improve the equality, diversity and inclusion of every aspect of our work; we know we need to engage with everyone to live our Values and achieve our goals. We welcome applications from everyone and are happy to discuss any accommodations or arrangements that would make the recruitment process better for you, and the working environment should you be employed.



**PERSON SPECIFICATION**

To succeed in this role you will need to demonstrate:

	<i><b>Essentials</b></i>	<i><b>Desirables</b></i>
<b>Qualifications</b>	<ul style="list-style-type: none"><li>• A project management qualification.</li><li>• A degree or equivalent work experience.</li><li>• Full Clean Driving License.</li></ul>	<ul style="list-style-type: none"><li>• PRINCE2 Foundation and Practitioner</li><li>• Agile, scrum or other project management techniques.</li><li>• RICS Project Management</li><li>• Health &amp; Safety qualification</li></ul>
<b>Experience/Knowledge</b>	<ul style="list-style-type: none"><li>• Proven track record at Project Manager/Senior Project Manager level</li><li>• Experience working on a major construction project with a tier 1 contractor.</li><li>• Knowledge of RIBA stages and what's involved in each</li><li>• Knowledge of the legal and planning requirements for construction projects</li><li>• Knowledge of Health and Safety requirements as they relate to large scale construction projects</li></ul>	<ul style="list-style-type: none"><li>• Industry knowledge in relation to the project (construction/nature-based solutions).</li><li>• Knowledge of carbon net zero construction technologies</li><li>• Knowledge and interest in the Somerset landscape.</li><li>• Knowledge of nature-based solutions</li></ul>
<b>Skills</b>	<ul style="list-style-type: none"><li>• Proven ability to deliver effective consultation and engagement activities</li><li>• Excellent organisational skills in project planning.</li><li>• Financial acumen with the ability to monitor and control budgets.</li><li>• Excellent communication skills, both written and</li></ul>	<ul style="list-style-type: none"><li>• Experience of working in the charity or funding sector.</li><li>• Line management experience.</li></ul>

	<p>spoken, with the ability to write reports and use project management applications such as Gantt charts.</p> <ul style="list-style-type: none"> <li>• Confident networker willing and able to represent the Trust externally.</li> <li>• Strong relationship builder able to bring project teams together inside and beyond the Trust.</li> <li>• Able to coordinate resources to get a job done.</li> <li>• IT skills including Microsoft Office suite.</li> </ul>	
<b>Attributes</b>	<ul style="list-style-type: none"> <li>• Well organized with an eye for detail.</li> <li>• Self-motivated, able to plan and undertake work on your own or with limited direct supervision, and co-ordinate others to achieve deadlines.</li> <li>• A networker and eloquent communicator</li> <li>• A critical thinker with problem-solving skills</li> <li>• A decision-maker</li> <li>• Strong leadership skills</li> </ul>	<ul style="list-style-type: none"> <li>• Empathy with the work of Somerset Wildlife Trust and an interest in wildlife conservation</li> </ul>





## 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 contribute 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.

