



Somerset
Wildlife Trust



Somerset
Wildlife Trust
Consultancy



Wilder Somerset

2030



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



Job description:
Somerset Wildlife Trust Project Manager
(Somerset Peatland Partnership)

About Somerset Wildlife Trust

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.

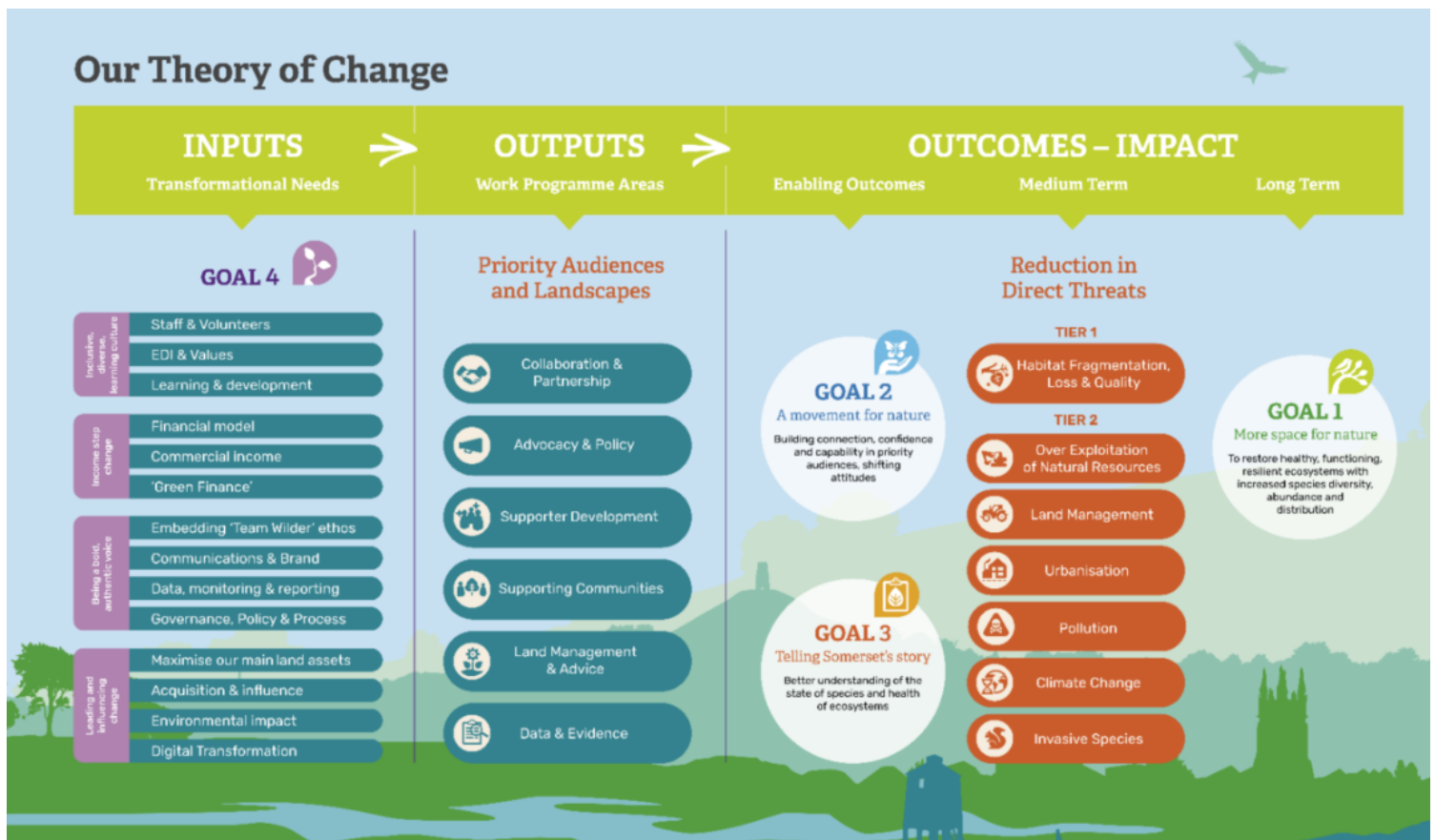
The climate and ecological crises require comprehensive, ambitious solutions and urgent action across all sections of society. The crises are also inexorably linked so it is vital that our strategy, ['Wilder Somerset 2030'](#) is delivered with both at its core. We recognise that people are part of the solution and everyone has a role to play in restoring nature and averting the worst of 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 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.



About the post

Job Title	Project Manager
Band	Level 3
Reports To	Somerset Local Nature Partnership Coordinator and Advocacy Manager
Team	Nature Recovery
Job Purpose	To develop project bids, secure funding, and manage the effective end-to-end- delivery of nature recovery projects across Somerset. This includes planning, budgeting, monitoring, reporting, line management, partnership working, and ensuring alignment with Somerset Wildlife Trust’s wider strategies and environmental commitments.
Position	37.5 hrs. per week (1.0FTE). Permanent contract
Working Relationships	<p>Internal: CEO, All staff, Trustees</p> <p>External: Natural England, RSPB, Avon Wildlife Trust, FWAG SW, SW Peatland Partnership, Exmoor National Park, SWT members, the public, peat related businesses, suppliers and contacts from other Trusts’, specialist advice services, consultants, volunteers</p>
Benefits of working for Somerset Wildlife Trust	<p>We offer benefits including:</p> <ul style="list-style-type: none"> • 7% employer pension contribution • Life assurance • An annual professional institution subscription if applicable • Flexible and agile working • Wellbeing support – EAP, wellbeing champions • Diversity networks through RSWT/TWT • Paid volunteer days • Continuous Professional Development opportunities • 33 days annual leave (25 + bank holidays) plus 3 days discretionary leave at Christmas • Staff social calendar and events <p>The opportunity to make a real and positive difference to nature, communities and the climate</p>

Job Description – Key Responsibilities and Tasks

Responsibility 1: Manage Project Delivery by:

- Developing project plans defining timelines, milestones, roles, communications, budgets, and monitoring requirements.

- Leading project delivery, monitoring progress, reporting updates, and ensuring compliance with funder requirements.
- Maintaining project reporting products (e.g., risk registers, budgets, lessons logs).
- Managing project budgets and providing accurate financial reporting and forecasting.
- Leading procurement, contract management, and regulatory compliance (protected sites, species, H&S, FRAP, waste, permitting, etc.).
- Managing tenders, contractor oversight, feasibility studies, baseline monitoring, and capital works delivery.
- Working autonomously and collaboratively, handling complex technical tasks across multiple sites.
- Promoting environmentally friendly working practices and a positive, solutions-focused culture.

Responsibility 2: Work with Internal Teams and External Partners by:

- Providing clear leadership and, where required, direct line management, project assistants or project staff.
- Organising internal project team meetings; communicating risks, issues, and project objectives.
- Collaborating with communications and fundraising teams to promote projects, including supporting social media content.
- Building and sustaining productive partnerships with external organisations, community groups, contractors, and sector specialists.
- Supporting the development of new project concepts and funding opportunities.

Responsibility 3: Ensure Best Practice in Project Management Processes by:

- Applying and championing best-practice project management methods (e.g., PRINCE2, Agile, evaluation/audit processes).
- Leading development of project management products, including project plans, lesson logs, and assurance documentation.
- Conducting environmental impact assessments, audits, and inspections to identify risks, compliance gaps, and improvement opportunities.
- Sharing learning across SWT teams and contributing to a culture of continuous improvement.
- Ensuring projects align with the wider SWT Delivery Plan and organisational strategy.

For the first two years, your primary objectives will focus on the Peatland Partnerships project as follows. The Trust reserves the right to amend these objectives for organisational reasons.

Peatland Partnership:

The Peatland Partnership is a sub-group of the Somerset Local Nature Partnership and is the collection of individuals and organizations across the county focusing on peatland and what can be done to conserve this finite and multi beneficial resource. The Peatland Partnership brings together those that make decisions about peatland, make a living from or on peat, conserves and restores peat or manages peatlands in Somerset and North Somerset whether on Exmoor or the Levels and Moors with the aims of:

- retaining the peat that remains
- preserving the remaining peat safely
- restoring the peat wherever possible
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The Partnership's Terms of Reference set out clear priorities that this post will lead. The Partnership works strategically, using national and international peatland-based programmes and policies, such as IUCN standards, and adapting those to deliver the above aims in Somerset, including through:

- Promoting peat restoration on upland and lowland areas in relation to its benefits for carbon management, biodiversity, flood risk management, erosion control, water quality, fire risk management, landscape quality, natural beauty and recreation
- Prioritising and facilitating upland and lowland peat restoration in Somerset
- Leading the call for and supporting Somerset's transition away from peat extraction
- Seek and secure funding for peatland restoration and peatland monitoring projects
- Share knowledge, information and research findings to influence positive land management and decision making, and ensure community support for peatlands and peat restoration

Responsibility 4: Manage Partnerships (Somerset Peatland Partnership)

Provide leadership and support by:

- Coordinating the Somerset Peatland Partnership, organising quarterly meetings and undertaking project administration in line with the Partnership's Terms of Reference.
- Supporting the Chair of the Partnership to set the agenda, identify and follow up actions and ensure the Terms of Reference is met, including with the range of partners involved
- Providing opportunities for external partners to find out more about peatland matters within Somerset and North Somerset to retain and safely preserve the remaining peat, and wherever possible restore the peat.
- Leading on engagement with wider stakeholders, including the LNP / IDBs/ SRA /Catchment Partnership /EA and academic institutions.
- Collaborating with external partner organisations in both project delivery and potential project design and conception.
- Lead on engagement work with the local community to raise awareness of and support for the project Disseminate lessons learned from projects across Somerset Wildlife Trust.
- Communicating effectively with Project Teams within the partnership, including organising meetings to share project objectives and any risks/issues.
- Working in close collaboration with the communications and fundraising teams to promote relevant projects, including the production and review of social media posts and copy for web pages and blogs.

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 and Peat Partnerships 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.

To succeed in this role you will need to demonstrate:		
	<i>Essentials</i>	<i>Desirables</i>
Qualifications	<p>Educated to degree level or equivalent relevant work experience.</p> <p>Full UK driving licence.</p>	<p>Project management qualifications (e.g., PRINCE2, Agile, Scrum).</p> <p>First Aid / Mental Health First Aid certification.</p> <p>Conservation-specific training.</p>
Experience/Knowledge	<p>Knowledge of Somerset's habitats, communities, peatland environments, and wildlife.</p> <p>Proven complex project management experience including planning, monitoring, financial management, reporting, and risk control.</p> <p>Experience writing reports, protocols, and project documentation.</p> <p>Experience managing people or leading teams.</p> <p>Experience tendering for and managing contractors.</p> <p>Strong understanding of safeguarding, GDPR, and H&S.</p> <p>Competence with Microsoft Office, SharePoint, Teams, and digital collaboration tools.</p>	<p>Understanding of conservation policy and land management.</p>
Skills	<p>Strong organisation, time management, and prioritisation skills.</p> <p>Ability to produce clear, concise written material for varying audiences.</p> <p>Strong communication and interpersonal skills; able to build relationships externally and internally.</p>	<p>Knowledge and use of QGIS/ spatial data management</p> <p>Ability to deliver engaging presentations.</p>

	<p>Competent public speaker able to communicate, inspire, and engage.</p> <p>Able to work independently with minimal supervision.</p>	
<p>Attributes</p>	<p>Warm, approachable, and able to build trust across diverse groups.</p> <p>A strong team player who can also work autonomously.</p> <p>High integrity and commitment to SWT's values and mission.</p> <p>Willingness to travel across Somerset and work occasional evenings/weekends (TOIL provided).</p> <p>Physically able to meet requirements of the role.</p>	



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.

