



European Union
European Regional
Development Fund



Job Description

Job Title:	Project Manager
Purpose:	To Project manage and contract manage capital works associated with Ribble Rivers Trust improvement projects.
Reports to:	Capital Works Manager
Location:	Clitheroe
Hours:	37.5 hours per week
Salary:	£25,000 - £28,000
Contract:	2 years (with possibility of extension subject to funding)

Ribble Rivers Trust (RRT) is a local charity set up to conserve the Ribble Catchment particularly its rivers and streams. The Trust works at the catchment scale project and is delivering a range of activities to improve the condition, management and awareness of the Ribble Catchment.

As part of the Trust's ongoing work we are looking to recruit a competent, dynamic and enthusiastic person with experience in project management and contractor supervision to manage the delivery of projects including management of contractors. This will focus on physical environmental improvement projects such as riparian habitat and woodland creation, wetland creation, fish passage, de-culverting, in-channel habitat (woody material) and other similar works. These projects are within a range of programmes including (but not limited to) Blackburn's Rivers Important to Lancashire Landscape and Natural Capital Economy (BRILLIANCE) funded by the European Regional Development Fund, and Pendle Woodlands and Invasive Non-Native Species Project (Pendle WINNS) part of the Forest of Bowland's Heritage Lottery Fund Landscape Partnership scheme on Pendle Hill.

The Trust has identified a number of specific activities to improve the rivers of the catchment which are seeking to restore and improve ecosystem function that will provide ecological and socio-economic benefit.

The successful candidate will have experience of topics such as landscape-scale conservation, ecosystem services, catchment management, and river restoration, and how physical improvement projects deliver these topics.

The Project Manager will have responsibility for overseeing projects from outline concept through to delivery and the duties will specifically include:

- Manage and in some case undertake the development of outline designs and concepts through to detailed design and specification.
- Obtaining necessary consents and permissions (including Environment Agency Permits, Landowner Legal Agreements and Planning)
- Lead and/or contribute to the procurement process
- Manage contractors delivering works, ensuring they are in line with consents, health and safety and contract specification and deliver desired outcomes.

- Undertake site visits to monitor and manage quality and progress of works, keeping records and reporting onwards – including achievement of milestones.
- Ensure project costs are in line with overall project budgets
- Complete all necessary reports, and keep suitable records in line with the funding requirements and document retention policy
- Highlight any new risks identified during works, and ensure issue management standards are suitable and maintained
- To provide technical support on a range of projects to other Project Officers where required.
- To help the trust team to engage and consult with existing community groups, schools, clubs, voluntary sector, interest groups etc. and local councils to foster learning and a sense of ownership in the works.
- To help in identifying and applying for funding for river improvement schemes.
- To maintain and develop partnerships, with stakeholders, including landowners, farmers, the Forest of Bowland AONB, the Woodland Trust, Yorkshire Dales Millennium Trust Environment Agency, Local Authorities, Natural England, United Utilities and others.
- Contribute and assist in the production of publicity and marketing materials
- Any other reasonable duties as required by RRT.

The post holder will be based principally within RRT offices in Clitheroe. The post will report to the Capital Works Manager

Person Description

The successful candidate will be able to demonstrate that they are exceptionally self-motivated and are passionate about managing and improving the environment. They must also be a good communicator with a strong background in the environmental sector and the delivery of projects.

Essential –

- Valid driving licence and own car, insured for business use
- Degree level or equivalent related experience in the environment sector
- Knowledge and experience of a range of catchment processes and how they interact
- Demonstrable experience of successful project delivery, including producing reports
- Demonstrable experience in contractor management
- Understanding of Construction and Design Management regulations
- Experience in translating complex designs into easy to explain tangible outcomes
- Knowledge of and experience in ensuring compliance with various consents
- Ability to work on the differing tasks identified in the Job Description at the same time
- Ability to manage a number of project simultaneously
- Excellent presentation skills and communication skills for a wide range of audiences
- Possessing good interpersonal skills, both face-to-face and over the phone
- Reliability, good attendance and work performance
- Ability to set performance objectives and ensure these are achieved
- Excellent organisational / admin skills and attention to detail –
 - Good IT skills / maintaining a filing system
 - Keeping records of work undertaken
 - Keeping records of expenses incurred
 - Awareness of the need for confidentiality.

Desirable

- Qualification in Project Management
- Experience of working on European Union Grant funded projects
- Knowledge of the project area