



Project Manager

Recruitment Application Pack

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Role Summary

Job Title	Project Manager
Job Location	Home based, with frequent travel and site visits throughout the catchment
Contract	24 months, with a view to extension, subject to funding
Hours	Full time, 5 days per week (35 hours per week / 1 FTE) A job share may be considered
Salary	£31,650
Holidays	28 days per year (in addition to bank and public holidays)
Reports to	Catchment Development Project Manager

Brief

We are making progress on our catchment restoration strategy to deliver a richer and more resilient Calder catchment and we are looking for a person to join our expanding team to oversee the delivery of a growing portfolio of schemes from the tops of West Yorkshire's moorland right down to the lowland floodplains.

We are a growing Trust, with big ambitions for our catchment. This new role is a key addition to our team, who focus on solving environmental problems with nature-based solutions. Working closely with colleagues and contractors, you will support the delivery of river restoration, wetland creation, natural flood management, water stewardship, and land use change projects across the 1000 km² Calder catchment. Your work will help to deliver ecosystem services and build a more resilient landscape.

You will be an experienced Project Manager with a passion for landscape and river restoration. You will have experience managing relationships with contractors, and a good understanding of site management, health and safety, and Construction Design and Management Regulations.

What you'll be doing

- Liaising with colleagues, designers, contractors, and landowners to deliver projects.
- Managing project budgets and contracts.
- Working with Calder Rivers Trust staff and partners to develop project opportunities.
- Overseeing project Health and Safety, and Construction Design and Management Regulation compliance.
- Proactively work to establish strong working relationships with stakeholders, partners, and contractors.
- Working with other Calder Rivers Trust staff to facilitate volunteering opportunities.
- Staying up to date with the latest developments in environmental policy, legislation, and best practice.

Where you'll be working

The Calder Rivers Trust is a charitable organisation focussed on protecting and improving rivers and waterways across the River Calder Catchment. We operate across Calderdale, Kirklees and Wakefield local authorities, working in partnership with the Environment Agency, Yorkshire Water, local authorities, private landowners and their tenants, charitable organisations, and community interest groups. You will be working across the range of landscapes and habitats in the Calder catchment, from Peatland and Moorland, through Clough woodland, fungi-rich pastureland, to riparian and riverine habitats.

Who we are looking for

We are looking for a candidate with a track record of project delivery, looking to deploy their skills and experience for environmental benefit. We'd like you to have a good understanding of the Health and Safety legislation, particularly Construction Design and Management Regulations 2015. We'd like you to have experience building strong relationships, and working in collaboration with stakeholders, partners, contractors, and landowners.

You will have excellent communication skills and a down to earth approach towards working with people. You will be self-motivated, have the ability to manage competing deadlines, and deliver tasks to a high standard. You will have a full UK driving licence and have access to a vehicle.

Above all, you will be committed to our agenda as a Trust, what we stand for, and what we want to achieve.

Person Specification

Experience of

PS.01 Managing and delivering landscape or environmental projects	Essential
PS.02 Building relationships and working with stakeholders, partners, contractors, and landowners	Essential
PS.03 Delivering river restoration, habitat creation, and natural flood management projects	Desirable
PS.04 Budget management and progress reporting	Desirable

Knowledge and Understanding of

PS.05 Current legislation on Health and Safety at work	Essential
PS.06 Construction Design and Management Regulations 2015	Desirable
PS.07 Strategic partnership development and relationship management	Desirable
PS.08 River restoration, habitat creation, and natural flood management techniques	Desirable

Skills and Qualifications

PS.09 Excellent communication skills, with a track record of building and maintaining relationships with external partners	Essential
PS.10 Relevant professional qualification/affiliation	Essential
PS.11 Excellent IT skills especially with Microsoft Office and GIS	Desirable
PS.12 Presenting environmental information to develop compelling evidence for change	Desirable

Personal Qualities

PS.13 Good organisational skills/discipline and the ability to plan, track, deliver and evaluate work	Essential
PS.14 Ability to prioritise and deliver work to relevant standards and tight deadlines	Essential
PS.15 Ability to work under own initiative, and as part of a larger, cross-functional team	Desirable
PS.16 Innovative and applies creative thought to develop new initiatives and problem solving	Desirable

Standard Terms & Conditions

Salary:	£31,650 pro rata per annum Salaries are paid each month by bank transfer.
Hours:	The Trust operates a 35 hour working week (full time). Our core hours of business are 9am to 5pm, Monday to Friday. The role may sometimes require evening and weekend work.
Contract:	This position is initially available on a fixed term contract for 24 months.
Flexibility:	The Trust recognises the importance of a strong work-life balance and actively promotes this. The Trust, where possible, endeavours to meet the flexible working needs of its employees. A high degree of flexibility is provided to staff members in relation to hours and location of work. Part time work or job sharing may be considered.
Holidays:	28 days per year (in addition to bank and public holidays). (Pro rata for part time roles)
Pensions:	You may be eligible to be auto enrolled to the Rivers Trust Group Pension Plan with Royal London.
Notice Period:	Generally 6 weeks following satisfactory completion of a 6 month probationary period.
Place of Work:	Home office based, with travel across the catchment as required.
Business Travel:	Public transport is encouraged where possible. Business mileage is claimed through our expenses procedure.
Training:	A minimum training allowance of £1,000/year is attached to this role. Further allowance will be assessed on a case-by-case basis.

Expected Recruitment Timeline

We aim to keep you informed throughout every step of your recruitment journey with us, and as much as possible we will commit to the timeline set out below:

1	Advert open for Applications	February 27 th
2	Closing Date for Applications	March 27th
3	Shortlisting Period Ends	March 29 th
4	Notification of Outcome to Applicants	March 29 th
5	Interviews	w/c April 3 rd
6	Notification of Outcome to Interviewees	w/c April 3 rd
7	Start Date Agreed with Appointee	w/c April 3 rd

Closing date

The closing date for applications for this role is **Monday March 27th at 23:59**

Interviews

Interviews will be held using video conferencing.

How to Apply

To apply please complete this [Application Form](#) by the **closing date**.

<https://forms.gle/WFUwxq3Bx3McEwgdA>

We look forward to receiving your application.

If you would like an informal conversation about this role, or if you would like more information please contact us at: recruitment@calderandcolneriverstrust.org and we will arrange a convenient time for a discussion.