



Job Description

Job Title:	Project Manager
Purpose:	To develop and manage physical improvement works associated with Ribble Rivers Trust improvement programmes.
Reports to:	CEO
Location:	Clitheroe
Hours:	37.5 hours per week
Salary:	£25,000 - £29,000 dependant on experience
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 catchment and project scales and is delivering a range of activities to improve the condition, management, and awareness of the Ribble Catchment. The Trust has identified and secured funding for 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.

As such, the Trust is looking to recruit a competent, dynamic, and enthusiastic person with experience in project development and delivery, that would include consultant and contractor supervision. The role would oversee several projects that focus on physical environmental improvement projects particularly fish pass construction, weir removal, de-culverting, in-channel habitat and other similar river restoration works. The successful candidate would join a vibrant and talented team of 19 delivering a diverse portfolio of projects improving rivers in the Ribble Catchment

These projects fall within a range of programmes including Blackburn's Rivers Important to Lancashire Landscape and Natural Capital Economy (BRILLiANCE) partly funded by the European Regional Development Fund, as well as a number of other upcoming programmes.

The successful candidate will have knowledge of topics such as catchment/landscape-scale conservation, ecosystem services, river restoration, and how physical improvement projects deliver these topics. The Project Manager will have responsibility for overseeing projects from concept through to delivery and the duties will specifically include:

- Manage and in some case undertake the development of physical improvement projects.
- Preparing and submitting applications to obtaining necessary consents and permissions (including Environment Agency Permits, Landowner Legal Agreements and Planning)
- Contribute to, and in some cases lead, the procurement process
- Supervision of contractors delivering works.
- Undertake site visits to monitor progress of works, keeping records and reporting onwards.
- Work with the RRT team to 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 and issues identified during works, and work with the team to manage and resolve them.
- 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 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 CEO, and work within the Project Delivery Team.

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 project development and delivery within the environmental sector. The role will need the candidate to make pragmatic risk-based decisions in constrained circumstances (e.g. time, budget, weather and consent) to achieve the required outputs and outcomes, whilst complying with consents and permits.

Essential

- Valid driving licence and own car, insured for business use
- Degree level or equivalent related experience in the environment or appropriate sector
- Understanding of how different physical improvement projects are meant to perform in relation to ecology and river restoration
- Experience of successful project delivery, including producing reports
- Knowledge of preparing, applying and complying with various consents (including Planning permission and Environmental Permits)
- Experience in working with external consultants and contractors
- Experience in explaining designs as easy to understand tangible outcomes
- Ability to work on the differing tasks identified in the Job Description at the same time
- Excellent presentation 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
 - keeping up to date timesheets

Desirable

- Knowledge of the project area