

Job title: Project Manager, Hereford ~ River City

Main role purpose:

Lead the development phase of the project and create a grant-winning application, in line with the Approved Purposes agreed with the main funder, The National Lottery Heritage Fund.

Term: Fixed-term. Expected completion date 31 August 2027. With possibility of 3-year extension dependant on submitting a successful grant application for the delivery phase of the project.

Hours: Full-time (37 hours) or part-time (30 hours) a week.

Salary: £35,000 FTE (£28,000 pro rata)

Reports to: Head of Nature Recovery

Location: Hybrid working - Queenswood Country Park, Hereford City site visits, home working

Management Responsibility: Nature Recovery Officer, Hereford ~ River City; Community Officer, Hereford ~ River City

Liaison with: Herefordshire Wildlife Trust staff, project partners, grant funders, key stakeholders

Project overview:

The Hereford ~ River City project aims to restore, reconnect and celebrate Hereford city's waterways and wetlands. It will explore the history of the city's green and blue corridors, restore the wildlife habitats and corridors and connect communities to past and present natural history. This role will lead the initial development phase of the project. Dependent on funding, there will then be a 3-year delivery phase.

You will lead the creation of project plans that will set out how the project will enable:

- New habitats to be created at key locations on the Yazor, Widemarsh and Newton Brooks.
- Volunteer groups and citizen science groups to run regular restoration activities.
- The city's watercourses to be cleaner and with wildlife thriving within and around them.
- Access to be improved with signposting, trails and physical and digital interpretation showcasing the natural and social heritage of the watercourses.

Delivery stage plans will map out how Hereford Wildlife Trust will:

- Collaborate with communities to improve people's connection to nature, to improve their mental wellbeing and sense of place.
- Co-create participatory activities including volunteering and training opportunities.
- Harness the arts and natural play to engage diverse audiences in new ways.
- Research, share and celebrate the economic and social histories of the waterways and water meadows.

Main responsibilities

- Lead the development phase of the Hereford ~ River City project, providing strategic oversight to ensure the project meets its development objectives and successfully submits a strong, detailed grant application for the delivery phase.
- Play a crucial role in promoting the Hereford ~ River City concept, ensuring it is understood and valued by key stakeholders including statutory bodies, the local authority, and other NGOs.
- Lead quarterly steering group meetings and be the main point of contact for the Heritage Fund, the project partner, Herefordshire Lore, and other key stakeholders.
- Build strong and productive relationships with local communities to raise the project's visibility.
- Manage the project budget and timeline, including meeting funder reporting and record-keeping requirements.
- Lead on external and internal communications as part of the project plan, with approval from the Head of Nature Action and funders as required.
- Lead on the delivery phase grant application and secure necessary matchfunding, working closely with the Fundraising Manager.
- Develop a framework for and lead the evaluation of the development phase.
- Manage external contractors, write briefs and tendering processes, and manage bids.
- Work with the Operations Manager to ensure capacity-building activity is completed and policies and procedures are in place ready for a delivery phase.

Staff and volunteer management

- Line manage the Hereford ~ River City project Community Officer and Nature Recovery Officer, ensuring they work to clear objectives and undertake staff monthly one-to-one meetings and annual appraisals.
- Develop a safe working culture and ensure compliance with the Trust's Health & Safety Policy.
- Recruit and develop staff and volunteers, providing guidance, mentoring and other support as required.
- Inspire staff and volunteers to create a shared sense of purpose and commitment to achieve project outcomes.
- Delegate responsibility where appropriate to manage team workloads and deliver timely results.

Other duties

- Take responsibility for your own personal and professional development.
- Act as an ambassador for Herefordshire Wildlife Trust, building and maintaining positive relationships with volunteers, members of the public and other stakeholders.
- Be an advocate for Trust membership.
- Comply with all other organisational policies and relevant legislation e.g. Equal Opportunities – it being the responsibility of the postholder to make themselves aware of such items.

Person specification

Qualifications

- Degree level or equivalent in environmental science/conservation management or similar. Equivalent related experience will be considered as highly as academic qualification.

Essential knowledge and experience

- Demonstrable experience of successful project management and development, identifying project risks and opportunities.
- Experience of leadership, supervision, recruitment and training of staff and volunteers.
- Experience of budget management and grant funded projects.
- Ability to develop and maintain strong relationships with multiple stakeholders and create partnership agreements.
- Experience of partnership working in the environment sector.
- Experience of consulting and working with local communities.
- Understanding of ecology.

Desirable knowledge and experience

- Understanding of working with volunteers.
- Experience of working with contractors and suppliers.
- Experience of leading the development phase of a Heritage Fund project.

Essential skills

- Problem-solving skills and a proactive approach to challenges.
- Project management skills.
- Excellent organisation and communication skills, and able to work to tight deadlines.
- Excellent team-working skills.
- Proficient IT skills in MS Office, familiar with budgeting software.

Other requirements

- Valid full driving licence, own vehicle with business insurance.
- Willingness to work at weekends and outside office hours.
- Willingness to work outdoors sometimes in inclement weather.
- Clean Basic DBS Check.

Personal attributes

- Passionate about nature conservation.
- Proactive and high degree of initiative.
- Self disciplined, self motivated.

Commitment to Diversity and Inclusion

We are committed to creating an inclusive workplace where everyone feels valued and respected. We actively encourage applications from individuals who are underrepresented in the conservation sector, including, but not limited to, people from minority ethnic backgrounds, women, LGBTQ+ individuals, disabled people, and those from socio-economically disadvantaged groups. If you require any reasonable adjustments during the recruitment process, please let us know. We use an anonymised shortlisting process which means that personal details such as name, age, gender, and other identifying information are removed from applications before they are reviewed. Our focus is on your skills, experience, and potential to succeed in the role.



Using money raised by National Lottery players, The National Lottery Heritage Fund supports projects that connect people and communities with the UK's heritage. The Hereford River City project is made possible with The National Lottery Heritage Fund.



We are a Disability Confident Committed employer and welcome applications from disabled people and guarantee an interview to disabled applicants who meet the essential criteria. We will provide reasonable adjustments throughout the recruitment process and in the workplace. If you require adjustments, please let us know