

Project Manager

Martens on the Move

VWT Vincent Wildlife Trust



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Person and Job Specification

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Closing date for applications: 17:00 Friday 18 March 2022

1 Purpose of the role of the Project Manager

The key purpose of this role is to oversee the 12 month Development Phase and prepare a detailed submission for Stage 2 of an exciting four-year pine marten project being considered by National Lottery Heritage Fund. This will involve working with your VWT colleagues, specialist providers and project partners on the ground to prepare a detailed project plan for the Delivery Phase.

Please read all of the pack information that follows. If you are interested in this position, further information on timing and the application process is found at the end of this job pack.

2 Background to Vincent Wildlife Trust

VWT is a specialist mammal research and conservation charity working on threatened carnivores and rare bats. We are a science-led organisation, developing evidence-based conservation interventions to address issues affecting our priority species and then delivering those interventions through practical on-the-ground conservation projects. We work closely with universities, co-funding and supervising PhD projects, and with partner NGOs, where synergies in our aims allow us to deliver over and above what we could achieve on our own.

Our Head Office is near Ledbury in Herefordshire where ten of our team are based. The rest work from home offices, including two in the Republic of Ireland. Although most of our work is focused in Britain and Ireland, we have a broader European remit and a particular interest in threatened mammal populations in eastern Europe.

VWT has a financially secure base derived from a substantial endowment from our late founder, Vincent Weir. Funding from our investments is supplemented through grants, donations and specialist contract work that we undertake for government bodies and NGOs.

VWT has strong governance and leadership and a clear direction to increase the impact and geographical scope of its operations through its 2020-30 Ten Year Strategy.

More information is available on our website www.vwt.org.uk

3 Our Work on Pine Martens

VWT has been a leader in pine marten conservation and research for almost 40 years. Much of this work has focused on understanding the status and distribution of pine martens in Britain and Ireland, developing and trialling innovative field techniques for monitoring pine martens, promoting coexistence with a range of stakeholders and acting as an advisor on and carrying out pine marten population reinforcement and reintroduction in Wales and England. We undertook the first national pine marten survey of Scotland, England and Wales in the early 1980s and a subsequent survey of southern Scotland in 2013 showed that pine martens were present in parts of the Scottish borders and other areas south of the Central Belt where they had been absent for almost 200 years.

Between 2015 and 2020, VWT carried out the ground-breaking Pine Marten Recovery Project to reinforce the virtually extinct pine marten population in Wales through the translocation of martens from Scotland to mid-Wales. This was conducted alongside an extensive programme of awareness raising and engagement with local communities and stakeholders, and an associated research programme to inform future translocations. The translocated pine martens have become established and breeding has been recorded every year since the translocation began, with pine martens now recolonising former habitats and establishing territories well beyond the release areas. Translocation methods employed in Wales have since been adopted by partners in the Forest of Dean in England during 2019-2021, where successful establishment, breeding and dispersal has also been recorded.

In the north of England, VWT has been helping to pave the way for the natural recovery of the pine marten in this area as a partner on the Back from the Brink programme (2017-21), an ambitious nationwide partnership initiative that aimed to save some of our most threatened species from extinction and put them back on the road to recovery. As well as raising awareness of the species and working with project partners and volunteers to enhance habitat by installing artificial den boxes to provide resting and breeding sites for pine martens, we have demonstrated that pine martens are at an early stage of recolonising parts of Northumberland and Cumbria.

We recently produced a national pine marten recovery plan for Great Britain in partnership with NatureScot and Natural England. The recovery plan suggests a road map of staged releases to some of the most optimal regions in England and Wales in priority order to give reintroduced populations the highest probability of establishing, spreading and ultimately linking up. The plan also emphasises the importance of raising awareness of pine martens, particularly in areas where they are making a recent recovery and could face potential conflicts, as well as establishing a coordinated national monitoring scheme, both of which are key outcomes of the Martens on the Move project.

4 *Martens on the Move*

If the Delivery Phase application is successful, it will lead to an exciting new four-year lottery-funded project to facilitate the natural recovery of pine martens where they are recolonising their former range across the Scottish/English and Welsh/English borders. Working with a range of partners, this project aims to enhance the recovery of pine martens through a national programme of awareness raising, advocacy and education, and more localised engagement, volunteer recruitment and training, as well as practical demonstration sites (Pine Marten Havens) where visitors will benefit from interpretation trails and viewing hides. The ultimate aim being to improve public awareness and appreciation of pine martens, ensure landowner readiness for the recovery of a native predator, improve conditions for pine martens and establish a long-term monitoring programme. The monitoring programme will provide training and volunteering opportunities to a wide range of people across the project area. This will include communities that are underrepresented in wildlife conservation and who will be targeted to benefit from nature-based activities, enabling them to learn new skills whilst supporting the national recovery of pine martens.

5 Job Description

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| Starting Salary | £28,560 per annum |
| Location of Job | Home-based, ideally Scottish/English or Welsh/English borders (but flexible) |
| Responsible to | Carnivore Programme Manager |
| Job Purpose | To deliver the Development Phase of the <i>Martens on the Move</i> project and develop a detailed project plan in preparation for the Delivery Phase. |

Main Duties

- To oversee the initial 12-month Development Phase of the *Martens on the Move* project, in accordance with the project's timetable and prepare a detailed submission and application for a further four-year Delivery Phase.
- Liaise with and further develop partnerships with key landowners, delivery partners and other stakeholder groups.
- Develop partnerships and shared outcomes with identified community groups and conduct trial engagement and training activities in collaboration with them.
- Identify priority sites where pine marten surveys, monitoring and capital works will take place during the Delivery Phase and secure land access with relevant landowners.
- Develop a communications strategy and a volunteer engagement and training plan, in collaboration with VWT's Communications Team.
- Coordinate and compile timely project reports, according to the National Lottery Heritage Fund requirements.
- Prepare a detailed Delivery Phase project plan and budget for submission to the National Lottery Heritage Fund, in collaboration with VWT's fundraising staff.

Other Duties

Office, Training and Personnel

- To attend training courses that further the Trust's and personal development needs.
- To be familiar with and abide by the Trust's policies and procedures.

General

- Present a friendly and a professional personal manner.
- Keep Health and Safety matters as the overriding determinant at all times and in all circumstances.

6 Training and Development

As part of its commitment to investing in its people, VWT trains and supports its staff in the delivery of their duties. Advice will be given in drawing up a personal development plan and all suggestions considered according to resources available and the overriding priorities of the Trust.

7 Outline Conditions

This post is 40 hours per week for 12 months. Our normal office hours are 9am to 5.30pm with appropriate breaks. Flexible working is permissible in agreement with the Line Manager. Field working hours may require work outside of office hours and should these hours extend beyond normal daily working hours, staff will be expected to take Time Off In Lieu. Business travel and overnight stays will be required at times for which travel and subsistence expenses will apply according to the Trust's current policy.

All staff are required to work within the policies and procedures of the Trust, to work harmoniously with each other and to provide appropriate assistance and advice to colleagues when desirable for the effective undertaking of their respective responsibilities, and to undertake other duties appropriate to the post as delegated by their Line Manager.

A willingness to be flexible about working arrangements and to provide occasional cover for absent staff is desirable in order to maintain organisational effectiveness.

Benefits Package

VWT offers a qualifying workplace pension scheme with Aviva which the post holder may request to be enrolled in from day one, though employer contributions would not be payable until a three-month probationary period is complete. An enhanced workplace pension scheme, also with Aviva, is available and matches personal contributions of 4% of staff salaries with an additional employer contribution of 7% after a qualifying period of three months.

VWT also provides life assurance after one year's service. The post holder is entitled to 25 days' paid leave per year in addition to public holidays.

Value Statement

The Trust expects its staff to carry out their duties in a way which consistently exceeds the regulations and expectations of society at large in matters legal, ethical and environmental. Our aim is to ensure all resources are utilised effectively and efficiently. You will be expected to apply sound value for money principles in undertaking purchasing or supply of goods and services. The Trust will ensure that its staff receive appropriate training and development based on a documented personal annual appraisal.

8 Ideal Candidate Profile

VWT is looking for a highly skilled manager, with strong interpersonal skills.

Qualifications

A master's degree (or equivalent experience) in biological sciences, wildlife conservation or a related discipline.

Experience and Skills Essential

- Experience and knowledge of wildlife conservation.
- Project management experience, including experience of managing budgets and writing reports.
- Excellent interpersonal skills, with experience of working with partners, landowners and other stakeholders.
- Excellent communication skills, including written and verbal.
- Experience of successful networking to develop contacts and opportunities.
- IT competent.
- Full UK Driving Licence.

Experience and Skills Desirable

- Experience of developing projects, preparing funding bids and managing funder requirements.
- Experience of managing multi-partner, multi-funded conservation projects.
- Experience and knowledge of mammal conservation, ideally carnivores.
- Experience of working on a National Lottery Heritage Funded project.
- Experience of working with volunteers and diverse community groups.
- Experience of liaising and working with conservation conflicts.

Personal Qualities

- A demonstrable commitment to and enthusiasm for wildlife conservation.
- An outgoing and self-motivated individual with initiative, ambition and drive and the personal qualities to become an ambassador for VWT.
- Ability to meet deadlines.
- Ability to work independently, as well as part of a team.
- A positive 'can do' attitude.
- Well-organised with good attention to detail.

9 Office Location and Travel Requirements

This post is home-based, ideally in the Scottish/English or Welsh/English borders (but flexible). Travel will be required to meet partners at various locations and for meetings at the Trust's head office near Ledbury in Herefordshire. In addition, at times, the duties of this post will involve travelling and staying away for field work and events and/or meetings. The postholder will need to have a valid driving licence and be required to use their own vehicle for business use. Travel and subsistence expenses will be reimbursed according to the Trust's current policy.

10 Funder Requirements

This job has been initiated as a result of significant funding secured from The National Lottery Heritage Fund. The project manager will be responsible for providing information and updates as per the funder requirements.

11 Applying for this post

If you feel you meet the job specification and job requirements, you are welcome to apply. Applications must be made using the application form provided. We are happy to receive additional information, for example a CV, but the application form must be completed thoroughly and not include 'Refer to CV' as the only answer in the question boxes.

Deadline for applications is 17:00 on Friday 18 March 2022

by email to helenhenderson@vwt.org.uk or by post to:

Vincent Wildlife Trust, 3-4 Bronsil Courtyard, Eastnor, Ledbury, HR8 1EP

Interviews are planned for **30 and 31 March 2022** and will be held in person at our Bronsil office (or via video conferencing if required). Full details will be confirmed ahead of the interview date. If you do not hear from us by 29 March 2022, please assume that you have not been successful on this occasion. We do not send out rejection letters and do not have the resources to provide feedback for unsuccessful applicants.