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**Project Manager – Estuary & Wetlands- Maternity**

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| **Job level** | **4** | **Reports to** | **Alison Debney** |
| **Directorate** | C&P | **Function** | **Estuary & Wetlands** |
| **Contract** | **Fixed term contract – 12 months** | **Location** | **Regent’s Park** |

**Responsibility for resources**

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| **Direct line reports** | **1 intern** | **Responsibility for other resources** | **Field equipment** |
| **Financial resources** | **Budget up to £100k pa** |

**Our vision and mission**

The Zoological Society of London (ZSL) is an international conservation charity, driven by science, working to restore wildlife in the UK and around the world. Our vision is a world where wildlife thrives and every role, every person in every corner of ZSL has one thing in common – we are all conservationists, and passionate about restoring wildlife.

**Purpose of the role**

This is a fixed contract maternity cover. The purpose of the role is to deliver UK species recovery projects with a focus on aquatic species. There will be some responsibility for project development and securing funding.

The post holder will deliver the responsibilities and activities as noted within the Main Duties and Key Responsibilities section of this document working collaboratively to deliver the recovery of threatened UK species.

**Key responsibilities**

* Project managing the delivery of UK species projects in the Estuary & Wetlands Programme with a primary focus on sturgeons.
* Contribute to the development of new species projects within the context of ZSL2030 strategy, including building fundraising proposals.
* Understand current government nature conservation policy and be able to contribute to challenge.
* Develop, maintain, and expand productive relationships with project collaborators and partners with support from conservation leads and managers, as appropriate.
* Responsible for building budgets and maintaining financial records; reporting on finances and project progress to project donors, ensuring that donor expectations are met.
* Responsible for identifying, administrating, complying and reporting on all necessary licences for project implementation.
* Responsible for fostering new donor relationships and identifying and applying for new and/or larger funding streams.
* Help develop new conservation projects and expanding ZSL’s current UK native species conservation work to encompass new regions and/or species, in line with ZSL’s strategy, and through working with colleagues in the Living Collections and Institute of Zoology.
* Working with their line manager, the post holder contributes to staffing of the project with the recruitment, safe working, direct or indirect line management and support of the project team.
* Representing ZSL in the media; this may include television, radio and newspaper interviews. This will also include co-managing the Marine and Freshwater social media channels.
* Representing ZSL at national and international conferences and workshops and will be expected to deliver talks and presentations to a range of audiences.
* Responsible for ensuring that members of the project team follow administrative processes as necessary. That health and safety processes are followed, that all project records are logged accurately in the ZSL Projects Database and that project reports are completed in a timely fashion.
* The post holder is responsible for creating partnership Memorandums of Understanding, Terms of Reference and contracts, with support from the Conservation Lead /Programme Manager and the ZSL Legal team.

The duties and responsibilities described are not a comprehensive list and additional tasks

may be assigned from time to time that are in line with the level of the role.

**Values and behaviours for people management** [delete if not a line manager]

***This should list 4-6 bullet points which outline the most important expectations of this role from the*** [***value and behaviours for leaders***](https://zoologicalsocietylondon.sharepoint.com/hr/Intranet%20documents/V&B%20framework%20managers%20and%20leaders.pdf#search=values%20and%20behaviours)***.***

* **Collaborative:** creates an engaging environment where people feel comfortable asking for help or support
* **Ethical:** creates a culture which ensures everyone is treated fairly with dignity and respect
* **Impactful:** delivers results on time and to the agreed standards
* **Inclusive:** makes decisions that promote transparency and inclusion
* **Innovative:** is forward thinking and able to see the broader picture when planning and organising work
* **Inspiring:** has self-awareness and seeks feedback to better understand own style, approach and impact on team/staff motivation

**Person Specification**

***The person specification is very important as it provides all of the detail required to accurately evaluate the position. This includes the criteria on which to judge whether candidates meet the requirements of the job at shortlisting and interviewing stages. It also provides guidance to candidates on what to include in their application making it easier to shortlist.***

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| Experience | |
| Essential | * Previous experience in managing and developing conservation projects. * Proven experience in safely managing teams including in the field working near water to conduct science-based conservation and leading volunteers. * Educated to MSc degree level in conservation biology or related subject area, or equivalent qualification, or demonstrate such a level of equivalent qualifications and experience through relevant practical work experience. * Experience in partnership working and including maintaining good relationships with partners, statutory stakeholders and funders. * Confidence in presenting the work of ZSL to a range of audiences including the public, academia and press. * Experience in the administration, management and reporting of budgets. * A good understanding od statistical analysis including using R in addition to being confident with GIS. |
| Desirable | * Experience in communicating to a range of audiences including the public, technical experts and press. |
| Knowledge and skills | |
| Essential | * An understanding of the current challenges facing nature conservation in the UK with a strong focus of the aquatic environment. * Computer literacy in MS office packages, specifically Word, Excel, PowerPoint and GIS software and application of statistical packages including R * Strong data analysis skills. * An ability to manage competing priorities is vital. * Skills in people management for positive outcomes and respectful working relationships. * Excellent communication skills in written and spoken English. * An ability to use tact and diplomacy. * Skills in training and leading volunteers. |
| Desirable | ***Example:***   * Experience with working with aquatic species conservation and ideally, fish. * The post holder is expected to understand current national and international policy and environmental legislation relevant to species conservation, estuaries and wetlands in the UK. * Scientific knowledge robust enough to be able to build, implement and analyse the results of species populations surveys. * Strong written communications to a range of audiences. |
| Additional requirements | |
| Essential | * This post is office based in the UK however there is a requirement to travel to project field sites, conferences and workshops as required, which may include some international travel. * The work will include periods of field research often in harsh field conditions and working near water. * This post requires occasional work during evenings and/or and weekends. * Strong commitment to creating a culture that lives ZSL values and commitment to safeguarding, equality and diversity (collaborative, inspiring, inclusive, innovative, impactful and ethical) * To comply with and promote Health and Safety policies and procedures. |