



## **Senior Project Manager**

**Organisation:** Bristol Avon Rivers Trust (BART)  
**Salary:** TBC - Dependant on experience  
**Location:** Bristol Avon catchment  
**Hours:** Full Time, 40 hours per week.  
**Flexibility required (some evening & weekend work)**

**Position type:** Paid  
**Contract:** Full time  
**Closing date:** Applications by end of Sunday 4<sup>th</sup> October 2020

**Website:** [www.bristolavonriverstrust.org](http://www.bristolavonriverstrust.org)  
**Contact name:** Simon Hunter  
**Contact email:** [simon@bristolavonriverstrust.org](mailto:simon@bristolavonriverstrust.org)

### **Overview**

As a result of increasing opportunity and growth Bristol Avon Rivers Trust (BART) is seeking to strengthen its delivery team. The Senior Project Manager role will provide the successful candidate with an opportunity to join a small but very ambitious team to deliver a wide array of multi-benefit projects that will protect, conserve and enhance our rivers.

The Trust is looking for an experienced, intelligent, dedicated and enthusiastic individual with a good knowledge of rivers and a passion for the environment to build on its existing reputation and help take the Trust to the next level. The position will suit a good communicator who can work well as part of a team and inspire and motivate others (staff, volunteers and partners). A good scientific background and experience of managing projects and staff to deliver successful outcomes will be a distinct advantage as will a history of successful fundraising through a variety of funding streams and the ability to communicate your passion for the environment.

This is an exciting opportunity for the right person to join and help shape a growing organisation.

### **Job Summary**

You will work collaboratively with Trust staff and partners as they identify projects to be developed to address priority issues. You will also work closely with BART project delivery staff and contractors to ensure smooth delivery on the ground. You will bring a level of knowledge, experience and technical expertise to oversee projects from conception through to completion. You will be involved in a diverse range of projects across the Bristol Avon and report to BART's Head of Operations.

You will develop, maintain, and strengthen relationships with a range of partners (e.g.



government agencies, local communities, businesses, land managers and water companies) and promote the work of the Trust.

The post holder will be home based with travel throughout the Bristol Avon catchment.

## **KEY DUTIES AND RESPONSIBILITIES**

### **1. Project management and delivery**

- 1.1 Understand the projects that the Trust is delivering and how they fit into the Trust's strategy.
- 1.2 Manage projects through a project management system, supported by other staff where necessary, to ensure that projects are delivered on time and to budget.
- 1.3 Set up management systems and processes for new projects.
- 1.4 Keep good records of all outcomes including volunteer involvement.
- 1.5 Work with the Head of Operations to keep good financial records.
- 1.6 Ensure the requirements of project contracts are met.
- 1.7 Be responsible for project reporting, evaluation and claiming, supported by other staff as appropriate.
- 1.8 Ensure that projects are appropriately monitored throughout delivery providing relevant management information to the management team.

### **2. Staff and day to day duties**

- 2.1 Undertake day-to-day management of projects as necessary; project staff reporting and assist with Trust management duties; compliance with relevant health and safety requirements; ensuring appropriate insurance; and keeping accurate records. Tasks may be delegated to individual staff members where appropriate.
- 2.2 Support and assist other staff and core volunteers as needed.
- 2.3 Manage risks, issues, and changes to the project, ensuring appropriate corrective action is taken to keep projects on track, and advising the Head of Operations of any deviations from the project plan.
- 2.4 Be responsible for project resource planning by building teams, matching capability and capacity to project needs to ensure effective and efficient project delivery.
- 2.5 Other duties as may be appropriate to the position.

### **3. Project development and fundraising**

- 3.1 Work with the Head of Operations to develop opportunities and projects in line with the Trust's strategy.
- 3.2 Design new projects to enhance rivers and their catchments in a manner which is scientifically sound and involves community engagement.
- 3.3 Identify funding opportunities and prepare funding applications to implement new projects.



3.4 Develop, maintain, and strengthen good relations with partners, stakeholders, and potential donors across the Bristol Avon catchment.

### **General Notes**

- Extensive travel around the Bristol Avon Catchment may be necessary therefore a current driving licence and access to a vehicle is essential.
- This position will from time to time require work during some evenings, weekends and public holidays to meet the needs of the post. A time-off in lieu system is operated by the Trust.
- We expect you to carry out your job responsibilities in an environmentally aware manner, ensuring as little damage to the environment as possible. Our aim is to ensure all resources are utilised effectively and efficiently. You will be expected to apply 'sound value for money' principles and follow green procurement guidelines in undertaking purchasing or supply of goods and services.

### **Application Process**

Interested parties should submit a CV and a one page covering letter explaining why they are suitable for the position. These should be sent to: [simon@bristolavonriverstrust.org](mailto:simon@bristolavonriverstrust.org)

Interviews for this post will take place during October 2020 (date TBC) in Bristol or digitally if necessary.

Please note, due to limited resources you will only be contacted should you be successful in gaining an interview. We would like to thank you for your interest in this position.