



Job Description

Senior Project Manager

Grade:10

Directorate: Operations

Location: Caerlaverock

Reporting to: Site Manager, WWT Caerlaverock

Main function of post:

To project manage the funded landscape scale development project that aims to link WWT Caerlaverock to other wildlife-rich sites in surrounding area, ensuring delivery of all aspects of this project in line with the project objectives.

Supervisory responsibilities: No direct line management but supervision of volunteers

Responsibilities of the post

- To oversee the landscape scale development project ensuring the project objectives are delivered and the final report completed.
- To work collaboratively with other landowners and managers in the surrounding landscape identifying possible landscape restoration opportunities and potential partnerships.
- To oversee the production of the project outputs including production of species plans, monitoring plans and costed restoration works.
- Produce costed landscape restoration plans for parts of WWT Caerlaverock and surrounding landscape partners to inform future funding applications.
- Produce the final report in accordance with the grant's conditions.
- Assess potential fundraising and grant opportunities for delivering of landscape restoration.
- Develop and coordinate volunteer input to deliver outputs of the development project.
- Assist in delivering high quality content for internal and external communication and promotion of the project.
- To manage the co-ordination of project work through organising WWT staff members from both the site and conservation teams and other functional leads within WWT.
- To take responsibility for budgeting and managing resources of ongoing projects, including signing-off on project expenditure within approved limits (and escalating where necessary)
- To support internal governance of the project by providing appropriate reporting and content to the Project Sponsor, internal Project Boards and other project teams.

- To ensure that health, safety and wellbeing is an integral part of project and volunteers and contractors working as part of it by implementing WWT's health and safety policies and guidelines.
- To engage with the WWT Sustainability Statement being aware of negative environmental impacts and incorporating sustainable ways of working for the project. To ensure that everyone in your team adheres to WWT's Data Protection policy and GDPR standards as an integral part of how they work.

In addition to the duties and responsibilities listed, the post holder is required to perform any other reasonable duties that may be assigned by the supervisor shown above, from time to time.

Date raised: Mar. 2026

Amended:

Person Specification

1. Qualifications

Essential:

- Degree level professional qualification in a relevant discipline e.g. ecology, conservation management or similar/significant equivalent, relevant experience from previous roles
- Current driving licence as the ability to travel to other locations is essential

Desirable:

- A recognised qualification or accreditation in project management (e.g. PRINCE2, APM accreditation)

2. Experience

Essential:

- Experience of managing successful large-scale, complex, multi-stakeholder projects involving landowners, land managers, volunteers and community members.
- Experience of working in large scale habitat restoration.
- Experience of project design, planning and evaluation
- Proven experience in networking, partnership building and relationship management
- Demonstrable experience of implementing effective governance arrangements to ensure timely decision making, effective risk management, and compliance with organisational policies
- Excellent IT skills including use of GIS/QGIS and Microsoft Office Outlook, Word, Excel and PowerPoint

Desirable:

- Experience in managing / understanding of statutory grants
- Good knowledge of Scotland habitats and key species and an understanding of farming practices in lowland Scotland.
- Experience of working with volunteers and communities

3. Managerial & Supervisory

Essential:

- Ability to work effectively with others, engaging multi-functional and cross-directorate teams in project delivery
- Ability to lead, manage and motivate a team

Type of team member	Number managed (No. of direct reports)	Number supervised
Employed staff	0	0
Volunteers	0	3-4
Casual Workers	0	0

4. Responsibility

Essential:

- Ability to take responsibility for organising a team of colleagues maximising their inputs and making best use of different skills.
- Ability to assess both physical and reputational risks of a project and make informed decisions
- Outstanding self-management skills to work independently, autonomously and as part of a team, using own initiative and being flexible and adaptable.
- Excellent planning and organisation skills to deliver work to agreed timescales and standards

Levels of Responsibility:

Type of Responsibility	Level (£'s)
Budget Responsibility	Up to £5000
Income	0
Project Size (normally managed)	Medium
Assets (required for job, exc. buildings)	£0
Visitors (number per annum)	N/A

5. Creative Ability

Essential:

- Excellent problem-solving skills and an eye for detail
- A high level of original thought and creative approach and the ability to take on and shape new and unknown projects
- Able to be resilient in overcoming barriers, recovering from setbacks and identifying lessons learnt

Desirable:

- Experience of production of creative communications to promote the project and the wider WWT Caerlaverock site.

6. Contact

Essential:

- Excellent written and oral communication skills to write reports and deliver presentations
- Ability to represent an organisation effectively to partners/stakeholders and at external events
- Effective team-working and collaboration skills
- Outstanding interpersonal skills including being able to negotiate, give feedback, persuade, influence, deal with conflict, influence, and work effectively with groups and individuals including those with differing perspectives and in complex and challenging circumstances.
- Ability to collaborate with and influence personnel from external stakeholders, demonstrating advocacy and communication skills to ensure WWT and FCRIP partnership objectives are met.
- Ability to maintain a network of external national contacts, statutory agencies, academia and/or NGO's.

Desirable:

- An existing network of contacts within conservation and engagement fields
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General Notes

This position will from time to time require work during some evenings, weekends and public holidays to meet the needs of the post.