



## Job Description

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### Nature Based Solutions Manager

**Grade:** 9

**Directorate:** Conservation

**Location:** Hybrid: London Wetland Centre/home-based

**Reporting to:** Senior Project Manager

**Main function of post:** to lead on the delivery of NBS interventions in two Defra Flood and Coast Resilience & Innovation (FCRIP) partnership projects in Slough (Project Sponge) and Richmond, London (Community Bluescapes)

**Supervisory responsibilities:** No line management responsibilities

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### Responsibilities of the post

1. To lead on the delivery of NBS interventions to enhance climate change resilience in priority neighbourhoods with the WWT team and local people.
2. Where necessary, manage the planning application process for the NBS interventions, working with our partners, the local planning authorities to ensure smooth progression through the planning system.
3. To manage tendering and contract management processes (including financial management) as required to deliver NBS interventions effectively and to the highest standard.
4. To assist with the installation of NBS interventions with contractors and/or volunteers.
5. To assist with the design and delivery of the monitoring of NBS interventions.
6. To effectively communicate messages about flooding, climate change and nature-based solutions to local communities, partners and stakeholders.
7. To cultivate new relationships with local individuals, organisations and businesses to enhance WWT's project delivery.
8. Where appropriate and agreed with other partners, to support the delivery of the broader partnership aims and objectives and work constructively across the two partnerships to ensure good working relationships and maximise the opportunities for delivery.
9. To ensure all action activities are delivered safely and securely; that people are able to fully participate and have an enjoyable experience.

10. To assist with evaluation of the impacts of all WWT activities undertaken as part of the project
11. To work as part of a multi-discipline team including PhD students and scientists within WWT but also to engage effectively with the formal programme partnerships.
12. To work alongside volunteers encouraging, developing and supporting them in their work for WWT, ensuring that they have a positive volunteering experience.
13. To be responsible for working within the WWT health and safety and safeguarding policies and guidelines ensuring that the health, safety and wellbeing of yourself and others is an integral part of how you work. Where appropriate to ensure same for working within the two partnerships.
14. To be responsible for engaging with the WWT Sustainability Statement, being aware of negative environmental impacts and incorporating sustainable ways of working within your role.
15. To ensure that in the course of your work you adhere to the WWT Data Protection policy and standards and those of the two partnerships.

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.

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**Date raised: October 2024**

**Amended:**

# Person Specification

## 1. Qualifications

### *Essential:*

- A relevant degree or equivalent relevant experience in delivering projects within an urban environment.

## 2. Experience

### *Essential:*

- A demonstrable record of assisting with the delivering of NBS interventions in an urban setting.
- Experience of successfully leading on planning processes within urban projects.
- Experience of managing a procurement/tendering process satisfactorily.
- An understanding of climate change, flooding, flood resilience and how nature-based solutions can address these challenges.
- Experience of partnership working for example with NGOs, local authorities, the private sector and government agencies.
- Ability to work as part of a team and independently.

### *Desirable:*

- A willingness to develop skills relating to designing and co-designing NBS interventions.

## 3. Managerial & Supervisory

### *Essential:*

- None

## 4. Responsibility

### *Essential:*

- Ability to lead WWT work areas that have regional as well as national impact and profile
- Ability to coordinate local community action projects effectively working closely with internal and external stakeholders.
- You will be responsible for managing a small budget and producing financial reports as required.

### *Levels of Responsibility:*

Type of Responsibility	Level (£'s)
Budget Responsibility	Up to £20k annually

Income	none
Project Size (normally managed)	n/a
Assets (required for job, exc. buildings)	IT equipment
Visitors (number per annum)	n/a

## 5. Creative Ability

### *Essential:*

- An ability to communicate and influence effectively around issues of flooding, climate change and nature in an urban setting both verbally and written with stakeholders including those from different cultural backgrounds.
- Problem solving and analytical skills

### *Desirable:*

- An ability to use social media to engage with people in a professional setting

## 6. Contact

- Ability to collaborate with, persuade and influence external stakeholders, including those with differing perspectives, demonstrating advocacy and communication skills to ensure WWT objectives are met.
- Ability to maintain a network of external national contacts, statutory agencies, academia and/or NGO's.
- Ability to represent WWT locally, regionally and occasionally nationally.

## 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.