Job Description

# Conservation Project Manager (Assurance)

**Grade:** 9

**Directorate:** Wetland Conservation

**Location:** Slimbridge

**Reporting to:** Head of Wetland Services

**Main function of post:** To support the Head of Wetland Services in overseeing a Conservation Project Assurance function that facilitates and supports excellent project tracking throughout the lifecycle from idea/concept, through delivery, to closure and learning. To support Project Managers in delivering their projects effectively by overseeing assurance and management of the whole suite of projects. To oversee provision of project admin support to assist individual projects in doing this.

**Supervisory responsibilities:** The post holder will supervise Senior Administrators (Project Assurance) ensuring they can both support Conservation Project Assurance and individual projects.

## Responsibilities of the post

1. To ensure the Directorate logs, assesses and tracks projects through their life cycle starting with a project pipeline which facilitates clear decision making and generates an agreed portfolio of projects for fundraising and delivery by individual project teams.

2. To support staff with project proposals in knowing how to investigate potential new projects and assess their likelihood of success in delivering WWT priority Strategic Outcomes, including using Conservation Project Assurance tools to record and assess this.

3. To maintain a register of projects that are in delivery and ensure that these projects are adhering to all relevant WWT systems and procedures to manage risk, finances, resources and delivery.

4. To manage the transition of projects from development to delivery, working with Project Managers to facilitate and coordinate the process.

5. To support the Head of Wetland Services in running Conservation Project Assurance meeting by identifying projects beyond their tolerances (time, money, resource) or where there are risks that need escalating.

6. To produce regular reports to allow the Director to inform ELT and Council of the overall suite of conservation projects as directed by the Head of Wetland Services and the Director of Wetland Conservation.

7. To work with the Head of Wetland Services to help with capacity planning across the Directorate, ensuring we are managing staff time and wellbeing to ensure we don't overload individuals and we have the resources and skills to support the work we agree to deliver.

8. To champion the PMF process. Supporting Project Managers and Sponsors in understanding and following it, using tools to help them effectively manage and deliver outcomes. As part of this, building an effective network of project managers who share their skills, support one another and help new project managers to develop. Thereby maximising team expertise and morale.

9. In very exceptional cases, to manage projects that are in delivery, usually where there are capacity issues relating to delivery of projects where we have legal, funding or other commitments.

10. To be responsible for working within the WWT health and safety policy and guidelines ensuring that the health, safety and wellbeing of yourself and others is an integral part of how you work.

11. 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.

12. To interact with our visitors and supporters in a positive way, shaping unforgettable experiences and helping them understand and connect to wetlands.

13. To work alongside volunteers encouraging, developing and supporting them in their work for WWT, ensuring that they have a positive volunteering experience.

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:** June 2019 **Amended:** September 2025

# Person Specification

## 1. Qualifications

***Essential:***

- Degree level qualification or equivalent or significant relevant work experience.
- Current driving licence and passport.

***Desirable:***

- A recognised qualification or accreditation in project management.

## 2. Experience

***Essential:***

- Extensive experience of an industry-standard project management approach.
- Experience of working with external stakeholders such as regulatory and policy agencies.
- Competent IT user (e.g. MS packages, Outlook etc.).
- Experience of leading a matrix team without formal line management authority.

***Desirable:***

- Experience of programme management.
- Experience in training others in the use of project management tools.
- Experience of developing projects including working with partners to deliver a range of objectives.
- Experience of managing external technical consultants.

## 3. Managerial & Supervisory

***Essential:***

- Able to lead, manage and motivate a team that do not report directly into this role.
- Able to work effectively with others, engaging cross-directorate or external teams in project development.

| Type of staff | Number managed | Number supervised |
|---|---|---|
| Employed Staff | 0 | 0-10 |
| Volunteers / Casual Workers | 0 | 0 |
| Contractors | 0 | 0-3 |

## 4. Responsibility

***Essential:***

- Able to closely collaborate and cooperate with a wide spread of delivery teams across WWT.

- To identify issues and risks, advising Project Managers on mitigation measures and being clear where escalation is needed.
- To draw together a strategic narrative that provides an overview of the whole suite of projects.

***Desirable:***

- Ability to develop budget forecasts.

***Levels of Responsibility:***

| Type of Responsibility | Level (£'s) |
|---|---|
| Expenditure (sign off level) | Up to £1,000 |
| Project Size (normally managed) | large (in development stage) |
| Cash Handling | £0 |
| Assets (required for job, exc. buildings) | £10,000 |
| Visitors (per annum) | N/A |

## 5. Creative Ability

***Essential:***

- Able to be highly innovative, working with an emerging process and limited resources.
- Able to process information rapidly to reach sound and well-informed conclusions and find creative solutions to complex issues.
- Able to produce clear written communication material together with excellent verbal and presentation skills.
- An ability and resilience to work under pressure and adapt to rapidly changing circumstances.
- Able to provide advice and interpretation on the use of policy and procedures associated with project management.
- Time management and organisational skills including excellent attention to detail and ability to spot / resolve errors or discrepancies.
- Able to work independently, but use good judgement to identify issues, engage others to find solutions, and raise issues as required.

## 6. Contact

***Essential:***

- To work closely with the Head of Wetland Services and take on running the project pipeline and supporting Project Managers as required.
- To be a project management champion, advocating use of the PMF, and advising on it.
- To work closely with Project Managers and Sponsors for WWT's conservation projects, monitoring and reporting on use of processes and procedures.