

Senior Project Manager (Slough Project Sponge and Richmond Community Bluescapes)

Grade: 10

Directorate: UK Programmes

Location: London and surrounding area
/homebased

Reporting to: Head of UK Programmes

Main function of post:

To project manage the delivery of two major urban wetland restoration projects that will be co-created through engagement with local communities. Includes the efficient management and co-ordination of all aspects of both projects involving multiple external and internal stakeholders. Substantial funding for delivery over the next 2 years is already secured via Defra's Flood and Coastal Resilience Innovation Fund.

Supervisory responsibilities:

Direct Line management responsibility for a team of two WWT Community Action Managers and a WWT Nature Based Solutions Project Manager, as well as indirect matrix management of the wider WWT project team.

Responsibilities of the post

- To lead and manage WWT input to two major, funded, urban wetland restoration projects, Slough Sponge City and Community Bluescapes (based in Barnes, London). The projects will deliver multiple benefits for wildlife and people through a community co-production process, mitigating the impacts of climate change and flooding through nature based solutions.
- To work collaboratively with other partners involved in the projects including Slough and Richmond Borough Councils, the National Flood Forum and Barnes Common Ltd to maximise the impact of project delivery.
- Work with the Community Action Managers and our partners to establish an effective co-production process with the communities living within the 'Future Proofed Neighbourhood' areas, to help to identify appropriate interventions that will build community resilience to climate change including flooding, boost health and well-being and aid urban nature recovery
- To manage the co-ordination of project workstreams including through dedicated staff members and working closely with other WWT teams and specialist leads.

- To manage the delivery of project interventions via the Nature Based Solutions Project Manager, involving multiple external and WWT stakeholders, local residents, consultants and contractors across feasibility, design, consent and construction stages, being aware of and mitigating project risks.
- 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 provide direction, co-ordination and leadership to all staff and volunteers within the project team, enabling every team member's contribution to be maximised by ensuring that the appropriate levels of guidance and support are provided through professional line management that follows WWT's people framework.
- 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 of everyone in your team is an integral part of how they work, creating a safe environment for staff, volunteers and visitors by implementing WWT's health and safety policies and guidelines.
- To be responsible for ensuring that the project team engage with the WWT Sustainability Statement being aware of negative environmental impacts and incorporating sustainable ways of working within your team.
- To ensure that your team engages and interacts with our visitors and supporters in a positive way, shaping unforgettable experiences and helping them understand and connect to wetlands.
- 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: April 2025

Amended:

Person Specification

1. Qualifications

Essential:

- Professional qualification 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 community engagement, managing consultants and civil engineering contracts.
- Experience of working with communities and nature based solutions in urban areas eg delivering local SuDS projects, community planning for NBS interventions
- 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
- An excellent track record of building and managing a team
- Excellent IT skills including use of Microsoft Office Outlook, Word, Excel and PowerPoint

Desirable:

- Experience in managing / understanding of statutory grants
- Knowledge of the UK planning system
- 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	3	10
Volunteers	0	0
Casual Workers	1	0

4. Responsibility

Essential:

- Ability to take responsibility for multiple large, diverse projects and prioritise resources accordingly
- 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.
- Ability to manage project related budgets of at least £1 million
- 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	C750k
Project Size (normally managed)	Large
Assets (required for job, exc. buildings)	£
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 communication and engagement assets

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.
- Ability to represent WWT and the FCRIP partnerships locally, regionally and occasionally nationally.
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Desirable:

- An existing network of contacts within conservation and engagement fields

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.