



Job Description

Project Manager (Somerset Blue Heritage) **Grade: 9**

Directorate: Conservation

Location: WWT Steart or partner offices,
Bridgwater

Reporting to: WWT Senior Project Manager (Waterscapes)

Main function of post: To lead WWT's Somerset Blue Heritage Project which aims to work with target urban communities in the Somerset Waterscape to scope, design and deliver blue infrastructure solutions whilst building community awareness and climate resilience.

Supervisory responsibilities: Bridgwater Blueprint Project Officer, volunteers

Main duties of the post

1. To lead the development of a strong partnership of stakeholder organisations capable of informing and assisting with the delivery of the Somerset Blue Heritage Project, including reporting and updating partners and wider stakeholders on project progress.
2. To collaborate with partnership members and stakeholders to develop a clear engagement plan.
3. To coordinate delivery of engagement activities and events within the project area through a programme of community consultations.
4. To manage the design and delivery of a number of small-scale blue infrastructure/wetland solutions.
5. To lead the scoping of natural heritage enhancement and protection opportunities within the project area.
6. To lead the production of neighbourhood climate action plans.

7. To identify funding opportunities for the delivery phase (years 3-5) of the project and work with colleagues in Philanthropy & Partnerships to produce funding applications.
8. To establish good working relationships and develop appropriate communication links with key external stakeholders and project partners to organise, facilitate and participate in working groups, project meetings and workshops.
9. To provide direction and leadership to all staff and volunteers engaged within the project, enabling every team member's contribution to be maximised. This includes effective line management and support for the Project Officer (Somerset Blue Heritage).
10. To effectively and efficiently manage the project in accordance with WWT Project Management Framework. Manage budgets and meet funder requirements for monitoring and reporting progress as necessary.
11. To develop and execute efficient internal project governance and communication strategies.
12. 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.
13. 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.

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: May 2026

Amended:



Somerset Blue Heritage is made possible with The National Lottery Heritage Fund. Thanks to National Lottery players, we are able to demonstrate how blue infrastructure can tackle climate-related challenges, from flooding to biodiversity loss, within urban communities in Somerset.

Person Specification

1. Qualifications

Essential:

- Degree in environmental management / geography / ecology or a relevant allied area; an equivalent qualification; or equivalent work-related experience
- Current driving licence

Desirable:

- A recognised qualification or accreditation in project management (e.g. PRINCE2, APM accreditation)
- CPD certification in partnership working; community engagement, stakeholder management or similar related topics
- Membership of professional organisation (e.g. CIEEM)

2. Experience

Essential:

- Demonstrable experience of working on and helping to deliver successful community and stakeholder engagement projects
- A working knowledge of blue infrastructure in an urban context
- Experience of facilitating a wide variety of meetings and demonstrable experience of the ability to explore stakeholders' interests and adapt engagement accordingly to ensure effective action is delivered
- Experience of managing and empowering volunteers
- Excellent IT skills especially with Microsoft Office

Desirable:

- Experience of project management
- Experience of line managing staff
- Experience of working on funded projects
- Experience of using social media as an engagement tool

3. Managerial & Supervisory

Essential:

- Ability to lead, manage and motivate a project team
- Ability to build and sustain effective working relationships with cross-directorate teams within WWT, project partners, community members and other key stakeholders.
- An ability to quickly determine priorities and set tasks appropriately.

Type of staff	Number managed	Number supervised
Employed Staff	1-3	0
Volunteers / Casual Workers	0	Up to 25
Contractors	1-3	1-3

4. Responsibility

Essential:

- Ability to take responsibility for projects and prioritise resources accordingly
- Excellent self-management skills to work independently, autonomously and as part of a team, using own initiative and being flexible and adaptable.

Levels of Responsibility:

Type of Responsibility	Level (£'s)
Budget Responsibility	£1,000
Income	Could be given responsibility for developing projects valued at up to £250,000 of new costs
Project Size (normally managed)	Small or medium
Assets (required for job, exc. buildings)	N/A
Visitors (number per annum)	N/A

5. Creative Ability

Essential:

- A creative and strategic thinker, able to develop ambitious and visionary projects that deliver significantly against WWT's strategy
- Highly adaptable and resilient in overcoming barriers, recovering from setbacks and identifying lessons learnt
- Ability to deliver high quality work to tight deadlines and prioritise
- Innovative and able to apply creative thought to developing new ideas and problem solving
- An enthusiastic, open-minded and constructive approach

- High degree of autonomy over day-to-day work programme

Desirable:

- The experience and confidence to develop innovative wetland solutions
- Skilled in using social media to engage people

6. Contact

Essential:

- Ability to represent projects effectively to partners/stakeholders and at external events
- Excellent 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 challenging circumstances
- Excellent communication and media skills – verbally, visually and in writing

Desirable:

- An existing network of relevant contacts in environmental management, partnership working and/or community project management within the Somerset Waterscape.
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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.