



## Job Description

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### Project Manager (Great Ouse & Cambridgeshire Fens)

**Grade:** 9

**Directorate:** Conservation

**Location:** Home-based, within 25 miles of Huntingdon/St Neot's

**Reporting to:** Senior Project Manager (Waterscapes)

**Main function of post:** To lead the development of small- and medium-sized wetland creation and restoration projects within the Fens Waterscape. To work with landholders, partners and other stakeholders to scope opportunities for wetland recovery at the landscape-scale. To provide technical expertise in the identification, planning and design of wetland solutions. To manage or otherwise support the delivery of Waterscape projects.

**Supervisory responsibilities:** Citizen Science volunteers. There are no line management responsibilities at present; however, the role may be required to line manage a small number of junior staff in the future as the role develops.

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### Responsibilities of the post

1. Working with local stakeholders, identify wetland creation and restoration project opportunities which deliver against our Waterscape goals. Support the Conservation Evidence team to develop and refine wetland potential maps, leading 'on the ground' verification surveys where required.
2. With the support of the Senior Project Manager (Waterscapes) and the Waterscape Manager (The Fens), lead the development of new wetland recovery projects within the Waterscape. Liaise with the Project Development and Philanthropy Teams to scope project potential and secure suitable funding opportunities.
3. Reporting to the Senior Project Manager (Waterscapes), act as Project Manager on small- and medium-sized projects, following WWT's Project Management Framework. Manage budgets and meet funder requirements for monitoring and reporting progress as necessary.

4. Provide technical expertise in wetland habitat creation to plan, design and oversee the delivery of smaller-scale interventions (e.g. pond creation, large woody debris/leaky dams, floodplain meadow restoration). Procure and manage external consultants and contractors involved in project design and delivery as required. Responsible for securing permissions, consents and agreements where necessary.
5. Engage landholders through site visits, one-to-one meetings and/or workshops to identify and agree wetland solutions for their land.
6. Build strong relationships with stakeholders, including other eNGOs, government bodies and community groups. Consult relevant stakeholders as part of project development and delivery, keeping them updated on progress.
7. Where relevant, work with Conservation Evidence to design data collection and monitoring programmes, such as citizen science schemes. With the support of WWT's Volunteering team, recruit, train and manage citizen science volunteers to support you with basic data collection. Work alongside volunteers encouraging, developing and supporting them in their work for WWT, ensuring that they have a positive volunteering experience.
8. Provide leadership to all staff and volunteers working within a project team, enabling every team member's contribution to be maximised by ensuring that the appropriate levels of direction and support are provided through professional line management in line with WWT's people frameworks.
9. Ensure the 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.
10. Be responsible for ensuring that your team engage with the WWT Sustainability Statement being aware of negative environmental impacts and incorporating sustainable ways of working within your team.
11. 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.

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**Date raised:** 13<sup>th</sup> May 2025

**Amended:**

# Person Specification

## 1. Qualifications

### *Essential:*

- Educated to degree level in an environmental discipline, or equivalent experience
- Current driving licence, as the ability to travel within the landscape is essential

### *Desirable:*

- Relevant academic or professional qualifications, e.g. ecology, hydrology, river restoration, soil science

## 2. Experience

### *Essential:*

- On-the-ground experience of undertaking practical wetland creation, restoration and management tasks (e.g. pond creation, river restoration, wetland management)
- The ability to scope and design simple wetlands, such as ponds and leaky dams, identifying data needs
- A sound understanding of wetland ecology, including design principles, and relevant policy and legislation
- A proven track record in project management
- Excellent written and verbal communication skills, including report writing
- Experience of engaging and working with landholders, particularly farmers
- Strong organisational skills
- Excellent IT skills, especially with Microsoft Office

### *Desirable:*

- Working knowledge of landscape-scale conservation
- Experience of managing volunteers
- Experience of managing contractors
- GIS expertise (either QGIS or Arc)
- Group facilitation skills
- Proven partnership working abilities, particularly with non-governmental organisations, statutory bodies and community groups

## 3. Managerial & Supervisory

**Essential:**

- Ability to coordinate and manage a team in delivering positive outcomes
- Ability to quickly determine priorities and set clear and appropriate tasks
- Ability to work as a team member to achieve personal and joint objectives

Type of team member	Number managed (No. of direct reports)	Number supervised
Employed staff	0-5	0-5
Volunteers	0	5-10
Casual Workers	0	0

## 4. Responsibility

**Essential:**

- Ability to lead significant WWT work areas that have regional as well as national impact and profile
- Ability to manage conservation projects effectively, working closely with internal and external stakeholders

**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
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

- An excellent problem-solver, able to resolve significant issues and challenges that arise in WWT project development or delivery
- An ability and resilience to work under pressure and adapt to rapidly changing circumstances, including when representing WWT externally
- High degree of autonomy over day-to-day work programme

***Desirable:***

- The experience and confidence to develop innovative wetland solutions

## **6. Contact**

***Essential:***

- Ability to collaborate with and influence a wide range of stakeholders, both internally and externally, to deliver outcomes and ensure WWT objectives are met
- Competence in engaging landholders in a respectful and knowledgeable manner
- Ability to work closely with the wider project team to ensure effective delivery
- Excellent communication skills – verbally, visually and in writing

***Desirable:***

- Presentation and media skills
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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.