



## Job Description

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**Post:** Generation Wild Project Manager

**Grade:** 9

**Directorate:** Operations

**Location:** WWT Slimbridge Wetland Centre, WWT London Wetland Centre and / or hybrid working

**Reporting to:** Head of Learning

**Main function of post:** To manage WWT's *Generation Wild* primary schools programme, connecting teachers, children and families from economically disadvantaged areas with nature. To oversee WWT's Youth Engagement work including the *Blue Influencers* youth social action programme. To support the Head of Learning in managing other elements of the national learning programme as required. See...

[www.generationwild.org.uk](http://www.generationwild.org.uk)

<https://www.wwt.org.uk/our-work/projects/blue-influencers>

**Supervisory responsibilities:** Line Management of the Generation Wild Administrator and Blue Influencers lead. Functional supervision (but not line management) of centre-based Learning Managers, responsible for implementing the Generation Wild programme at their sites.

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## Responsibilities of the post

### Planning and implementation

- Lead on the delivery of the *Generation Wild* programme plan, managing the day-to-day operational aspects and recording progress against key milestones.
- Work closely with site-based teams to ensure that *Generation Wild* activities are delivered to the highest standards.
- Work with the Head of Learning and the WWT Marketing Team to effectively promote the *Generation Wild* programme to schools.
- Work as part of a team, developing new funding and delivery models for the *Generation Wild* programme to ensure its long-term sustainability.
- Line Manage, and oversee the work of, the Youth Engagement Officer on the *Blue Influencers* programme.
- Develop and implement a plan for Youth Engagement at WWT.

### Communications and reporting

- Oversee communications with teachers, ensuring they are able to implement the Generation Wild programme effectively in their schools.

- Lead Generation Wild programme board meetings, updating the board on progress, celebrating achievements and highlighting any issues.
- Write and submit regular funder reports, updating them on progress and any changes.
- Promote the Generation Wild programme internally, ensuring WWT staff and volunteers are aware of the programme and can talk about it in an informed way.
- Promote the Generation Wild programme externally, sharing key achievements and learning across the conservation, education and health sectors.
- Support funding applications to help secure further funding for our work with young people.

### **Line Management and supervision**

- Line manage the Generation Wild Administrator and the Youth Engagement Officer.
- Work within a matrix management system, overseeing work on the Generation Wild programme by learning teams across seven WWT wetland centres.
- Work with external contractors to support programme development.

### **Finance**

- Manage the Generation Wild programme budget, monitoring spending and re-forecasting projected spend to ensure the programme stays on track.
- Provide support to the Youth Engagement Officer in managing the budget for the Blue Influencers programme.
- Produce financial reports for the Generation Wild programme board, WWT senior managers and funders.

### **Monitoring and evaluation**

- Work with researchers at Cardiff University to deliver robust and comprehensive evaluation of the Generation Wild programme.
- Monitor the number of Generation Wild participants against target. Celebrate where targets are being met and take appropriate action where participation levels are falling below target.
- Monitor teacher, pupil and family feedback, identifying key areas of success as well as areas for improvement.
- Monitor levels of engagement with the Generation Wild digital platform, taking action to ensure this is maximised.

### **Other**

- Provide leadership to all programme staff and volunteers, 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.
- 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.
- 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.

- Ensure that your team engage and interact with our visitors and supporters in a positive way, shaping unforgettable experiences and helping them understand and connect to wetlands.
- 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:** April 2025

**Date amended:**

# Person Specification

## 1. Qualifications

### ***Essential:***

- Relevant degree or equivalent experience in a relevant field

## 2. Experience

### ***Essential:***

- A passion for connecting young people and families with nature
- A commitment to opening up nature for all, irrespective of background Experience of working with young people or with those who support them
- Experience of handling and analysing large amounts of data, particularly using Excel
- Experience of producing high-quality written reports for a range of audiences
- Experience of carrying out evaluation of projects or services

### ***Desirable:***

- Experience of delivering nature-based learning
- Experience of working within either formal or informal education
- Experience of working with disadvantaged children and families
- Experience of working on Youth Social Action projects and / or with Youth Advisory Boards or similar
- Experience of managing a large-scale project, ideally with a focus on nature / the environment
- Experience of marketing a service to schools or other education providers
- Understanding the barriers to disadvantaged groups connecting with nature
- Understanding the pressures facing schools and those that work in them
- Knowledge of nature connection approaches and activities, particularly those designed for young people

## 3. Managerial & Supervisory

### ***Essential:***

- Strong leadership and people management skills.
- Ability to lead, inspire and motivate others.
- Ability to work pro-actively and self-manage own programme of work.

### ***Desirable:***

- Leading multi-disciplinary project teams.
- Supervising work of external organisations and creative partners.
- Supervisory / line management responsibilities:

| Type of staff | Number managed | Number supervised |
|---------------|----------------|-------------------|
|---------------|----------------|-------------------|

|                             |   |   |
|-----------------------------|---|---|
| Employed Staff              | 2 | 7 |
| Volunteers / Casual Workers | 0 | 1 |
| Contractors                 | 3 | 0 |

## 4. Responsibility

### ***Essential:***

- Ability to manage a budget of up to £500,000 annually.

### ***Desirable:***

- Experience in managing externally funded projects.

### ***Levels of Responsibility:***

| Type of Responsibility                    | Level (£'s)                      |
|---|----------------------------------|
| Expenditure (exc. payroll)                | £0.5 million per year            |
| Cash Handling                             | £100                             |
| Assets (required for job, exc. buildings) | Computer; telephone; WWT uniform |
| Visitors (per annum)                      | 17,000 GW participants           |

## 5. Creative Ability

### ***Essential:***

- Ability to work with others to create and deliver inspiring and engaging experiences for young people and families.
- Ability to inspire others with new and creative approaches.

### ***Desirable:***

- Experience of co-designing activities with teachers, children and families.

## 6. Contact

### ***Essential:***

- Ability to travel to sites across the UK.
- Ability to communicate effectively with a wide range of internal and external audiences, from funders and high-level stakeholders to teachers, parents and children.
- Excellent presentation and communication skills – verbally, visually and in writing with the ability to work and communicate at all levels across the organisation.

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## **General Notes**

This position involves travel to seven WWT sites located across the UK. This will include overnight stays.

The job holder may choose to work from our Slimbridge (Gloucestershire) or London (Barnes) sites with much of the work carried out from home should they wish.