



Essex
Wildlife Trust

Project Manager

Abbotts Hall & Thameside Nature Discovery Park

We have an exciting opportunity for a Project Manager on a two-year fixed-term contract to oversee development plans at our Head Quarters and flagship reserve Abbotts Hall in Great Wigborough, and Thameside Nature Discovery Park in Thurrock.

About Essex Wildlife Trust

We are the County's leading nature conservation charity, committed to protecting wildlife and inspiring a lifelong love of nature and one of the largest Wildlife Trusts in the UK.

This is the most important decade in the history of nature conservation and an exciting time to be joining us. If we are to tackle the climate crisis and the ecological crisis, we need the best people to rally around environmental protection.

Our values are Impactful, Collaborative, United and Proactive.



The Role

As Project Manager, you are responsible for overseeing projects from inception to completion. You'll lead a Project Board and Project Group, working closely with colleagues to ensure projects are delivered to time, cost, and quality, and in accordance with agreed targets and objectives.

You will apply the Trust's Project Management Framework, ensuring impact-focused outcomes, and you will lead on the high-level stewardship of funders and corporate partners, drawing on your commercial experience and demonstrating a strong grasp of the conservation context of the projects in your portfolio.

Given the broad scope of your projects, you will bring together the expertise of all staff involved, as well as a range of other internal and external stakeholders, adapting to changes and managing a complex set of shifting priorities that span both strategic and operational areas.

Initially, you will divide your time between two major projects: one is based at Thameside Nature Discovery Park that involves project managing an emerging programme of works to deliver the Thameside Vision 2030; the second project is based at our HQ, where you will lead the development of Abbots Hall, liaising with external stakeholders and colleagues at the Trust.





Abbotts Hall is the Trust's HQ with a nature reserve that's steeped in human history and boasts uninterrupted, panoramic views across the coastal saltmarsh and estuary, providing a unique opportunity experience an abundance of wading and migratory birds. It is set to be an exemplar nature reserve and a pilot site renowned for pioneering conservation and engagement projects.

Thameside Nature Discovery Park is a former landfill site that's been given back to nature. It is a local nature asset but is rapidly becoming a significant ecological, recreational and educational asset to the Thames Estuary region. The reserve is home to many species including barn owls, water voles, skylark and shrill carder bee in addition to local cattle that graze the grassland during the year.

You will manage an emerging programme of works, working closely with specialist colleagues, to deliver the Abbotts Hall Vision and Thameside Vision 2030.

These projects are vital to the Trust's strategic aims of ensuring 30% of land and sea in Essex is actively managed for nature's recovery by 2030 and inspiring 1 in 4 people in Essex to take action for nature and climate by 2030.





It is essential the successful person has demonstrable project management skills with a track record of delivering complex projects that comprise both operational and strategic elements. Sound problem-solving skills are also essential, as is highly developed facilitation skills with the ability to bring together a broad range of stakeholders for collaborative decision-making.

Job Description

- Manage all aspects of your projects, ensuring that they are delivered effectively to time, cost and quality, following the Trust's Project Management Framework.
- Work closely with the Fundraising Team to ensure excellent fundraising oversight and relationship management of the funders and corporates partners, advising them of any changes to the project as appropriate.
- Scope projects as necessary and oversee any opportunities for funding to either commence or continue the work of the project in line with the strategic aims of both the Trust and the funder.
- Develop appropriate strategies, plans, and targets to ensure that the project delivers against any defined objectives or criteria.
- Develop bids, including for project continuation, working with internal and external stakeholders, including consultants, contractors, and any other professional advisors.
- Matrix manage the workstream and delivery team responsible for any education and engagement aspects of a project, ensuring high-quality outcomes and impact.
- Matrix manage the workstream and Conservation Team responsible for delivering any conservation and site infrastructure aspects of a project, ensuring agreed outcomes.
- Manage relationships with internal and external stakeholders, including staff, volunteers, and local authorities and communities, providing key information as appropriate.
- Manage the relationship with any third parties involved in project evaluation and ensure that any work is delivered to specification and to a high standard.
- Establish and oversee the relevant Project Teams and chair the Project Boards to successfully deliver the project objectives, including proposing solutions to any issues or problems.

- Ensure your projects are communicated and marketed appropriately to meet their objectives, particularly in relation to participation targets.
- Ensure that all staff involved in your projects are working in accordance with Trust policies, procedures, and processes, particularly safeguarding practice.
- Ensure excellent record-keeping, as appropriate, working in line with the Trust's GDPR policy, and ensuring that the project legacy is celebrated and recorded for posterity.
- Manage project budgets and financial performance, including cash flows and expenditure, forecasting accurately, and working to ensure best use of resources.
- Provide regular reporting on the status of both projects, including providing information to the Strategic Leadership Team (SLT) and Board of Trustees.
- Ensure compliance with regulations and relevant standards and that all reporting, governance, quality assurance and escalation responsibilities are discharged.
- Work effectively with colleagues across the organisation and demonstrate the Trust's core values of being Impactful, Collaborative, United and Proactive.
- Promote and protect the Essex Wildlife Trust brand.
- Undertake any other duties assigned that are within the scope of the role and the contract of employment.

Additional Information

- The role may entail some evening and weekend working.
- The role requires an interest in working for a charity that is determined to protect wildlife for the future and for the people of Essex.
- The role requires the ability to drive, including a full driving licence and use of a vehicle, though pool vehicles may sometimes be available.
- The role is based at either Abbots Hall or Thameside Nature Discovery Park Essex, with hybrid working available, but may require travel across the county and beyond, with mileage paid for additional travel.



Person Specification

- Has highly developed project management skills, with an excellent understanding of project management lifecycles, processes, and practices.
- Has a proven track record of successfully delivering complex projects that comprise both operational and strategic elements, and ideally include aspects of commerce and construction.
- Can lead delivery by prioritising, setting clear milestones, and establishing unambiguous measures of success.
- Has outstanding organisational skills and the ability to handle multiple priorities simultaneously whilst meeting deadlines.
- Is adaptable, with the ability to acquire expertise quickly whilst managing a complex set of shifting priorities.
- Has excellent verbal and written communication skills with strong attention to detail and the ability to communicate and influence senior stakeholders, including corporate partners and clients.
- Has experience of inspiring and motivating project teams, building collaborative working environments and getting the best out of people.
- Has confidence when dealing with uncertainty and the ability to maintain a broad view of a situation, identifying the key elements while keeping an overview of the detail.
- Has sound analytical and problem-solving skills, with the ability to switch between being creative and analytical.
- Has proven risk management skills and recognises when and how to escalate issues appropriately.
- Has highly developed facilitation skills with the ability to bring together a broad range of stakeholders with different views and build collaborative decision-making.
- Is proactive and enthusiastic with a willingness to take responsibility.
- Can work independently and in a team environment.
- Has experience of the charity sector or a similar sector, ideally with knowledge of a specialist area such as construction projects or conservation projects.
- Has a high level of computer literacy on Microsoft packages and other standard software.
- Has a passion for wildlife and conservation, an awareness of the key challenges facing conservation charities and is able to talk with confidence and authority about the conservation aspects of projects.



Terms

This role is a fixed-term position for two years. However, with a portfolio of projects needed to deliver our ambitious Strategic Plan 2030, there is likely to be future opportunities beyond this contract.

The hours of work are 37.5 hours per week (Monday to Friday from 9am to 5pm) with a starting salary of £35,148.00 per annum. The base of work will be Abbots Hall, Great Wigborough and Thameside Nature Discovery Centre, Thurrock . Essex Wildlife Trust offers flexible homeworking arrangements. Further details of the hybrid-working arrangements will be shared at interview.

Annual leave entitlement starts at 26 days per annum increasing annually to 29 days plus Bank Holidays. We provide company sick pay increasing with length of service, an employee assistance programme, a combined 8% contribution pension scheme, staff social days, colleague nomination scheme and discounts in our Nature Discovery Centres.

How to Apply

Please complete an online application form on our website by 9am on Thursday 9 May 2025. Interviews will be held on Monday 19 May 2025 at Abbots Hall (online option available).

If you would like an informal chat about the role, please feel free to contact me at hannahs@essexwt.org.uk

Thank you for your interest in this position and we look forward to receiving your application.

Hannah Stewart
Head of Strategy and Impact

