



Essex
Wildlife Trust

Project Manager

Signage & Interpretation

We have an exciting opportunity for a Project Manager on a two-year fixed-term part-time contract to roll out signage and interpretation across our Nature Discovery Centres and nature reserves.

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

We want our Nature Discovery Centres and nature reserves to act as gateways to great wildlife experience, leading to a lifelong love of nature. The aim of this project is to have up-to-date signage and interpretation across our sites which increases brand awareness, improves the visitor experience and inspires a greater connection to nature.

As Project Manager, you will plan, develop and implement signage and interpretation across our Nature Discovery Centres and nature reserves. You will be delivering an important part of our Strategy 2030, helping to create 'Places of Wonder' and inspire 1 in 4 people in Essex to take action for nature and climate.

You will be responsible for visiting sites, colleagues and volunteers to assess each site's needs and plan a strategic suite of packages in line with our objectives, including identifying and applying for external funding. You'll write clear briefs for the designer and liaise with suppliers to produce the signs. This is an exciting opportunity to shape how visitors engage with our sites, ensuring clear, engaging and inspiring communication about wildlife, habitats and conservation work.

We are looking for a proactive, well organised individual with strong project management skills who is an excellent stakeholder manager and has a passion for conservation and visitor engagement.





As Project Manager, you are responsible for overseeing this project from inception to completion.

You will apply the Trust's Project Management Framework and establish a Project Board and Project Group, working closely with colleagues to ensure all phases of the project are delivered to time, cost, and quality, and in accordance with agreed targets and objectives.

Given the large scale of the project, you will bring together the expertise and input from a wide range of staff, volunteers and external stakeholders, adapting to changes and managing a complex set of shifting priorities that span both strategic and operational areas.

You'll work closely with the Fundraising Team to identify and secure funding, and work with the Communications Team to produce signage and interpretation that elevates the Trust's brand and messaging.





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. Excellent attention to detail and relationship management skills are also essential, as is the ability to bring a wide range of stakeholders together to collaborate on an agreed outcome.

Job Description

- **Project management:** Oversee the full lifecycle of the signage and interpretation rollout, from planning to installation. Ensure the project is delivered to scope, quality, time and budget, following the Trust's Project Management Framework.
- **Project teams:** 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.
- **Stakeholder engagement:** Manage relationships with internal teams (including Nature Discovery Centres, conservation, education, fundraising, comms, design), volunteers and external suppliers.
- **Auditing:** Conduct site visits to determine signage needs, placement and suitability in collaboration with the relevant teams and volunteers.
- **Planning:** Produce and maintain a prioritised plan of all signage and interpretation needed across sites, including a sustainable plan for the delivery of this and an ongoing maintenance cycle.
- **Content development:** Collate information, images and logos to brief the internal design team, ensuring consistency with brand guidelines, accessibility and best practice in visitor engagement.
- **Budget management & procurement:** Manage project finances, ensure best use of resources and source suppliers for production and installation.
- **Funding:** Work closely with the Fundraising Team to secure external funding, providing recognition for and reporting back to funders as appropriate.
- **Reporting:** Provide regular status reporting to the Project Board, Portfolio & Funding Group, Strategic Leadership Team and Board of Trustees.
- Ensure that learning is gathered and applied throughout the project and provides improved practices for future projects.
- Ensure excellent record-keeping, in line with the Trust's GDPR policy, and ensuring that the project legacy is celebrated and recorded for posterity.

- Ensure that all staff involved in your projects are working in accordance with Trust policies, procedures and processes.
- 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 Abbots Hall in Great Wigborough, Essex, but will require regular travel across the county and beyond, with mileage paid for additional travel. The Trust offers flexible homeworking.



Coronation meadow

Coronation meadow is a rare and special place in the landscape of the South West. It is a place where the land has been left to grow wild and where the land is used for the benefit of the community.

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Live Better - Live Well



Three small images showing different plants: a purple flower, a pink flower, and a white flower.



Two small images showing different plants: a yellow flower and a white flower.



Two small images showing different plants: a blue flower and a purple flower.



Two small images showing different plants: a purple flower and a pink flower.



Two small images showing different plants: a yellow flower and a white flower.



Two small images showing different plants: a blue flower and a purple flower.

Person Specification

Essential

- Highly developed project management skills, with an excellent understanding of project management lifecycles, processes and practices.
- Proven experience of successfully delivering complex projects that comprise both operational and strategic elements.
- Can lead delivery by prioritising, setting clear milestones, and establishing unambiguous measures of success.
- Outstanding organisational skills and the ability to handle multiple priorities simultaneously whilst meeting deadlines.
- Adaptable, with the ability to acquire expertise quickly whilst managing a complex set of shifting priorities.
- Excellent verbal and written communication skills with the ability to communicate and influence stakeholders at all levels.
- Highly developed facilitation skills with the ability to bring together a broad range of stakeholders and build collaborative decision-making.
- Sound analytical and problem-solving skills, with the ability to switch between being creative and analytical.
- Proactive and enthusiastic with a willingness to take responsibility.
- Experience of inspiring and motivating project teams, building collaborative working environments and getting the best out of people.
- Experience of budget management and procurement.
- Excellent attention to detail.
- High level of computer literacy on Microsoft packages and other standard software.

Desirable

- Proven experience in project management in visitor experience, interpretation or conservation projects.
- Experience working with designers, suppliers and stakeholders to develop and implement public-facing materials.
- Knowledge of best practices in interpretation and signage design, including accessibility and sustainability considerations.
- Understanding of planning permissions, landowner considerations and regulatory compliance for signage installation.
- Copywriting skills.



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 22.5 hours per week with a starting salary of £21,088 per annum. The base of work will be Abbots Hall, Great Wigborough with travel to our Nature Discovery Centres and nature reserves across the county. 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 12 June 2025. Interviews will be held on Wednesday 18 June 2025 at Abbots Hall, Great Wigborough (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

