



Thanks to Lottery Players

## Job Description & Person Specification

**Post title:** Project Manager (Development Phase)  
**Hours of work:** 35 hours (excluding lunch break) Office hours: Flexitime  
**Annual holiday:** 23 days  
**Salary:** £36,000 per annum pro rata

**Contract duration:** 8-month contract – January 2025 – August 2025.

The post holder will be responsible for developing a National Lottery Heritage Fund (NLHF) application for Froglife's Coalface to Wildspace Scotland project. The development phase is funded by NLHF. This project is specifically aimed at communities who are currently underserved by the Heritage Sector. We encourage interested candidates to evidence in their applications how they resonate with these communities. We encourage applications from candidates residing in one of the three regions where the project will be operating, which is Ayrshire, South Lanarkshire, and the Lothians. The post will report to the Chief Executive Officer.

### Job description

The main areas that have been prioritised for the development phase are as follows:

- 1. Develop a detailed activity plan identifying specific activities, venues, timings, audiences, volunteers, landowner agreements and ten year management agreements, letters of support, consultation outcomes, and other supporting**

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**evidence such as timetable, budget, images, consultants and contractor's quotes. Main activities to develop:**

- ✚ Habitat creations & restorations: Work with the Ecologist to develop Habitat Action Plans for the 14 sites, in total 54 new & 25 restored ponds alongside 24 terrestrial habitat improvements.
- ✚ Guardians: Liaise with existing volunteer groups and new audiences to set-up a Guardian Training programme during the delivery phase.
- ✚ Public Consultation: Work with a consultant with expertise in undertaking community consultations to set-up consultation protocol, identify relevant groups/individuals to consult with, undertake consultations, evaluate results and feed into the Activity Plan. Results to inform the development of the following activities.
- ✚ Neighbourhood Wildlife Corridors: Identify and plan 9 corridors three in each region to create 18 ponds, restore 18 ponds and 72 other interventions. Plans to include specific locations for all interventions and identify communities to help with the creation of the Neighbourhood Wildlife Corridors.
- ✚ Digital elements: Liaise with digital expert on drawing up a specification for all digital outputs. Liaise with college students on narrating the 3D film.
- ✚ Speaking Statues/Mapestry/Performance art workshops & sessions: work with artists to develop the workshops and sessions – Speaking Statue creation workshops; Mapestry Workshops; school performance art sessions – draw up workshop/session plans; identify venues and community & other groups.
- ✚ Wildlife Gardening Workshops: identify venues and community & other groups; draw up workshop plans.
- ✚ Events: identify suitable venues for hosting screenings of 3D film, Wildlife Gardening Lego Displays and Mapestry Exhibition. Liaise with habitat site managers to identify suitable locations to host celebration events particularly within the target audience communities i.e. communities currently under-served by the Heritage Sector.

## **2. Develop an Audience Development and Communications Plan.**

To include:

- Identifying how to attract the target audiences.
- Identifying project promotional materials and scheduling into activity plan.

## **3. Obtain Letters of Support from community groups/leaders/connectors, schools, colleges, NGOs, and individuals.**

4. **Work with the Head of Conservation & Impact to set up a robust evaluation protocol.**
5. **Work with Froglife Ecologist to develop a Management & Maintenance Plan and Conservation Plan.**

**This job description is an indication of the breadth and requirements of the position.**

**There is a separate job description for the delivery phase which is also available.**

### **Person Specification**

#### **Essential criteria**

- Minimum three years' experience working within a related field preferably at a Project Management level.
- Sound knowledge of the conservation sector, conservation issues and delivering public involvement conservation activities.
- Good knowledge of the three identified regions in Scotland, demographics particularly and the target audiences and nature areas.
- Experience in developing and delivering new projects.
- Experience in developing audiences and experienced in audience communication and development strategies.
- Experience in working with various partner organisations and developing new partnerships.
- Experience in arranging and delivering wide ranging activities/events.
- Excellent written and oral communication skills, including experience in giving presentations and talks, and in writing donor reports.
- Sound financial acumen including experience in costing budgets and delivering in accordance with the budget.

