

Job Description

Project Manager, Sparkling Streams

Action for the River Kennet is a charity to protect and improve the rivers in the Kennet catchment. Working with the North Wessex Downs AONB, the Southern Streams Farmer Group and Hungerford Town and Manor we are running a new 'Sparkling Streams' project to improve the Rivers Dun, Shalbourne and Kennet.

Funded by the Green Recovery Challenge Fund we are recruiting a part time, (16-20 hrs/wk across 4 or 5 days), project manager to oversee the delivery of 'Sparkling Streams'. You will report to the ARK director and be guided by the Sparkling Streams steering group.

We are looking for an experienced project manager able to manage 'in-house' projects and to supervise contractors and a project officer. This work centres on physical environmental improvement projects, including chalk stream habitat restoration, woodland and hedge planting, wetland design and construction, fish passage design and rain garden construction.

The Sparkling Streams project takes a catchment-based approach and the successful candidate will have experience in catchment management and river restoration. You must be a good communicator, able to work as part of a small team and have a strong background in the environmental sector.

Key tasks

- Manage the project officer and contractors delivering works within the Sparkling Streams project, ensuring that they work in line with consents, health and safety requirements, CDM regulations and contract specifications to deliver the desired outcomes
- Ensure project costs are kept in line with project budgets
- Oversee the communication of project outputs to maximise community engagement and awareness
- Maintain and develop partnerships with stakeholders, including project partners.
- Lead and/or contribute to procurement processes
- Ensure that the project officer receives sufficient support and training to carry out and develop their role
- Liaise with farmers and landowners to agree the detail and planting schedules for trees and hedges

- Undertake site visits to monitor progress of works, keeping records and reporting milestones
- Attend regular steering group meetings

Key skills and experience

- Degree level or equivalent related experience in the environment sector
- Knowledge and experience of a range of catchment processes and how they interact
- Demonstrable experience of successful project delivery
- Demonstrable experience in contractor management
- Understanding of Construction and Design Management regulations
- Ability to manage a number of projects simultaneously
- Ability to prioritise the differing tasks identified in the Job Description
- Excellent presentation skills and communication skills for a wide range of audiences
- Excellent organisation / administration skills and attention to detail
- Valid driving licence and own car, insured for business use

What We Offer

This is a fixed term, part time contract until March 2022 with flexible hours. We offer a competitive annual salary of £30,000 - £32,000 pro rata depending on experience and a contributory DC Pension scheme arrangement. The contract is subject to a 6-week probationary period.

Travel expenses associated with carrying out the role will be reimbursed.

An office space in Marlborough, Wiltshire will be provided, although the successful candidate may work from home when not required in the field. Attendance at regular steering group meetings can be via zoom or in person.

Application

Please apply with your CV and a covering letter to Action for the River Kennet, Avebury, Elcot Park, Elcot Lane, Marlborough, Wiltshire, SN8 2BG, or email to charlotte@riverkennet.org.