

JOB DESCRIPTION

Job title:	“Secrets of the High Woods” Project Manager
Team & Directorate:	Strategy & Partnerships Team, Strategy & Partnerships Directorate
Grade:	D
<u>RELATIONSHIPS</u>	
Reports to:	Cultural Heritage Lead
Manages:	Lidar & Heritage Mapping Officer and Community Archaeology Assistant
Liaison with:	All relevant stakeholders, internal and external
Other:	Frequent travel around the project area will be required. Some weekend and evening work will be required, for which time off in lieu will be given.
<u>MAIN PURPOSE OF POST</u>	
<ul style="list-style-type: none"> Project manage the HLF-funded project “Secrets of the High Woods” to ensure delivery of all elements of the project within budget and on time, to co-ordinate partners’ involvement and to report to the Heritage Lottery Fund and the National Park Authority. 	
<u>MAIN DUTIES AND RESPONSIBILITIES</u>	
Strategic	
<ul style="list-style-type: none"> Ensure sound project and financial management processes are adopted and where necessary improved to deliver the project. Ensure that “Secrets of the High Woods” project delivers against the strategic priorities in the South Downs Management Plan, and integrates objectives for cultural heritage, landscape, biodiversity, access and learning. Continue to develop and support strong and cooperative links between key National Park Authority (NPA) staff, organisations in the advisory committee, and all other stakeholders with the aims of achieving delivery on the ground, contributing to Partnership Management Plan delivery Liaise with English Heritage, New Forest National Park Authority and other Lidar projects including Archaeolandscape to inform the project’s development and to identify any potential joint projects for the future. 	
Data & Evidence	
<ul style="list-style-type: none"> Ensure that the information gathered in the Lidar flight and analysis and transcribed through the National Mapping Programme is suitable for integration into both NPA and partners’ databases. Working with the Cultural Heritage Strategy Lead, the Lidar officer and the Community Archaeology Assistant to deliver consistent schemes for the community engagement in 	

ground truthing the Lidar results

- Implement the monitoring and evaluation systems (already in place) for the project and ensure that the quantitative and qualitative information is being gathered throughout the project and deliver the final evaluation

Delivery:

- Deliver the project management plan, especially the community engagement and interpretation in the Activity plan for the project and manage the project cash flow, highlighting to the Cultural Heritage Strategy Lead progress
- Implement the National Park Authority's financial standing orders and contract procedures for the procurement of all services and equipment and maintain accurate budget information.
- Compile the information required by Heritage Lottery Fund for the reporting of project progress and the drawdown of the grant.
- Compile the regular reports to the Project Board, Advisory Committee and the National Park Authority.
- Implement with partners and consultants the Lidar data processing and analysis in accordance with the specifications submitted in the HLF Stage 2 application.
- Implement with partners the project's Activity Plan
- Arrange publicity, organise event management and train and brief volunteers for all public events held during the project.
- Deliver the programme for recruitment and training of local volunteers for the project
- Work with communications colleagues to deliver the communications strategy for the project and to achieve positive coverage for the project, partners and funders.
- Develop and deliver presentations on the project and its progress for the NPA, partners organisations and the community.

Other Duties

- Other duties requested by the Authority, in line with the grading of this post.