



JOB DESCRIPTION

Job title: Project Manager – Downs to the Sea
Directorate: Countryside & Policy Management
Grade: 5

JOB CONTEXT / DIMENSIONS/ RELATIONSHIPS:

Reports to: Project and Performance Lead
Manages: 3 x direct reports
Liaison with: All stakeholders internal and external.

JOB PURPOSE:

- Project manage and lead the delivery of the Downs to the Sea.
- Co-ordinate partner involvement and provide reports to the National Lottery Heritage Fund, Project Board and SDNPA.
- Lead the Downs to the Sea project engagement with project partners, volunteer groups and other local stakeholders, where applicable.
- Close working with the RSPB to support key capital works.

KEY ACCOUNTABILITIES:

- Project manage, develop and deliver the specified project including:
 - reporting evaluation and monitoring
 - ensuring agreed projects are delivered on time, to budget and in line with the agreed National Lottery Heritage Fund grant terms
 - ensure all reports and claims are managed and submitted in accordance with agreed timescales
- Manage the Downs to the Sea staff team (including apprentices) based within the SDNPA, directing their activities to ensure outcomes and the delivery of the project.
- Ensure the Apprentices receive an enriching experience and successfully qualify at the end of their tenure.
- Draft, submit and present information and reports as required
- Build, develop, and maintain excellent working relationships vital to the success of the project.
- Work with partners and community stakeholders to meet the project aims and objectives, including management of the project board and sub-groups
- Facilitate dialogue between partners in the project area to spot linkages and identify the best mechanisms to share learning;
- Manage the project budget, including:
 - Liaising with the relevant finance teams and ensure compliance with regulations.
 - Preparing and submitting funding claims in a timely manner.
- Appoint, manage and monitor contractors to deliver elements of the project, with a particular focus on the RSPB Capital components.

- Ensure the effective publicity and communication of project outcomes to team members, colleagues, partners and stakeholders in a timely and clear fashion.
- Oversight and ownership of the project risk register and ensuring the teams compliance with Health and Safety and safeguarding regulations, which provides a healthy environment for all including stakeholders.
- Other duties requested by the SDNPA in line with the grading of this post.

CORPORATE RESPONSIBILITIES

Maintain awareness of and compliance with the ethical, legal and policy framework within which the organisation operates including, but not limited to:

- Authority Purposes and Duty
- Performance Development Review Scheme
- National Park Circular 2010 and any subsequent updates
- Data Protection requirements including General Data Protection Regulations (GDPR) / Freedom of Information Act
- Officers Code of Conduct
- Member/Officer Protocol
- Health and Safety Policies and Procedures
- Equality and Diversity Policy
- Information Technology User Policy
- Information Security Policy
- All policies/procedures and guidance related to the designated role