

JOB DESCRIPTION

JOB TITLE:	Project Manager, Community Pollinator Fund
MANAGED BY:	Head of Environment
GRADE:	Grade 10

BACKGROUND

Working at the West of England Combined Authority

The West of England is a fantastic place to live and work; a place where ideas flourish and businesses grow, and a diverse population calls home. With a highly-skilled workforce, innovative businesses, rich cultural and natural assets, and excellent connections, the West of England competes on a global scale.

In 2017, the West of England Combined Authority was formed to bring the region together to drive economic growth. Significant powers and funding were transferred to the region to support work to ensure residents have better skills, more job opportunities and a better quality of life. In May 2021, the second Metro Mayor for the West of England was elected, and we're working with our regional partners and with Government to deliver against our ambitious agenda, protect the environment and ensure the West of England continues to be a thriving, successful and innovative place for future generations.

Covid-19 has had a big impact on the West of England, and we are leading the regional economic recovery, bringing people together to ensure our region continues to build on its success.

The Combined Authority is made up of three of the region's local councils - Bath & North East Somerset, Bristol and South Gloucestershire. Building on a strong track record of partnership working in the region, the Authority continues to work closely with North Somerset Council. The Authority also the accountable body for the West of England Local Enterprise Partnership.

We are an equal opportunities employer, in line with the Equalities Act 2010, and invite applicants to contact us to identify any additional support needed during the recruitment process.

The Project: Community Pollinator Fund

The Combined Authority agreed a Climate & Ecological Strategy and Action Plan in April 2022. This recognised the importance of addressing the ecological emergency and sets the ambition for nature

to be in recovery by 2030 and wildlife abundance has increased by 30% by 2030.

The Combined Authority has created a three year 'Community Pollinator Fund' (2022-2024) to promote and fund community-led ecology projects that enhance biodiversity and pollinator habitats across the region. The fund, will invite proposals for a range of smaller scale projects i.e. below landscape-scale that offer multiple environmental and societal benefits, with an emphasis on supporting pollinators and community engagement.

The competitive fund is expected to be open for applications in tranches and will offer revenue grants from £1k up to a maximum of £100k for successful proposals that meet the Funds' criteria in the CA area. Running in parallel to the fund itself, will be a broader series of promotional activities aimed to raise public awareness of the importance of pollinators and the easy actions that could be taken to support them.

The fund is expected to support in the region of 100 small scale habitat creation initiatives (depending on scope and scale of applications) which empower and engage communities. Overall, the fund is expected to deliver the following outputs:

- new and improved pollinator habitats
- volunteer hours of community members practically engaged in habitat creation projects;
- community members practically engaged in habitat creation projects

PURPOSE OF THE JOB

As part of the Environment team, the post-holder will be the lead officer for and have a key role in delivering the Project, forming the necessary delivery mechanisms and the implementation of the Project to ensure its wide strategic objectives and project specific milestones and deliverables are met on time and to budget.

The post-holder will manage the Project on a day-to-day basis to achieve successful delivery to time and budget and to ensure that all partners and key external stakeholders participating receive a quality service and achieve their desired outcomes.

In addition to sound project management experience, the post-holder will have the communication and negotiation skills to develop an effective partnership between WECA and our key stakeholders. The post-holder will engage with multiple and varied stakeholders to build effective working relationships with partners in the region, central government and beyond.

KEY RESPONSIBILITIES

- Manage the £1.6m, 3 year project on behalf of the combined authority.
- Develop, implement and manage project governance, monitoring and evaluation arrangements.
- Represent the Project at a local, regional and national level, and advocate for the programme amongst key stakeholders and wider beneficiaries.
- Manage programme resource, forecasting future requirements and ensuring the budget is on target

- Oversee the delivery arrangements of the Project to ensure it is delivered to time, to budget and to the desired quality through effective application of the most appropriate project management methodology/s.
- Ensure effective communication is maintained throughout the Project.
- Develop a programme plan which can be used to deliver, evaluate, monitor and report on progress against agreed targets and to forecast delivery timescales, completion, resources and costs accurately.
- Manage programme risk through analysis, mitigation and contingency planning; where appropriate the post-holder will provide senior stakeholders with clear analysis, options evaluation and recommendations to enable decision-making.
- Oversee programme budgets and manage actual/ forecast expenditure to agreed tolerances, dealing with variances appropriately.
- Work with the communications team to ensure appropriate communication plans are in place
- Undertake such other duties and responsibilities as may be determined from time to time by the line manager in consultation with the post holder.
- This role is critical to the success of the project and will involve working autonomously and associated responsibility.

PERSON SPECIFICATION

ESSENTIAL (MUST HAVE)

Qualifications and Knowledge

- Educated to degree level or equivalent or with considerable relevant work experience.
- Formal Project Management qualification or considerable applied project management knowledge.

Experience

- Managing complex projects of significant size and value, ideally from start to end, including risk management, governance and performance monitoring and reporting.
- Managing delivery partnerships involving a large number of external partners.
- Managing public sector grant funded projects and / or experience of accountable body processes.
- Managing technical projects that require the installation of infrastructure or other hardware, and / or managing complex research and development projects or other project types of similar complexity.
- Advocating and influencing to senior levels.
- Resource and budget management experience.
- Staff management experience.
- Management of external contractors.

- Application of State Aid / subsidy control legislation.

Skills and Competencies

- Applied project management experience.
- Excellent written and oral communication skills with ability to create reports and presentations to a high standard.
- Understanding of programme financial management, including planning, forecasting and monitoring.
- Adaptable and able to work in complex and changing environments.
- Ability to work under pressure of fixed deadlines and budgets.
- Commercial awareness.
- Understanding of public sector organisational structures and culture.

DESIRABLE

- Knowledge of ecology and pollinator schemes.

REWARDS AND BENEFITS

Staff receive:

- 25 days annual leave, rising to 30 after five years' continuous service, plus bank holidays, pro rata
- Auto-enrolment into the Avon Pension Fund
- Cycle to work scheme and secure bike parking
- Free eye tests for all display screen equipment (DSE) users
- Commuter Travel Club - all employees can sign up to receive discounted monthly bus tickets, unlimited bus travel for work or leisure within your chosen zone, automatic ticket renewal and price freeze for 12 months.
- The Combined Authority has adopted a Hybrid working approach, which enables employees to split their week between working in the workplace and working remotely. Hybrid Working forms just part of the flexible working options that the Combined Authority is offering as the new way of working. Flexible working is an arrangement that enables employees to have a way of working that suits and employee's and employer's needs whilst maintain a work-life balance.

WE PAY THE LIVING WAGE

We're proud to have been accredited as a Living Wage Employer

Living Wage accreditation means that everyone working at The West of England and Combined Authority receives a minimum hourly wage of £9.50 - significantly higher than the government minimum for over 25s, currently £8.72 per hour

It also means that anyone who provides services to, or has contracts with us, must pay the Living Wage, setting the bar for good employer practices in the region. This includes those who provide services to The West of England and Combined Authority, such cleaning and facilities management contracts, as well as those who have contracts with us - such as IT providers.

