



Job Description

Salary: £27,000 - £30,000 per annum

Term: Fixed term until 31 January 2023 (with the potential for extension if funding permits)

Hours: 37.5 hours a week; 30 hours a week may be considered

Reporting to: Foundation Manager

Direct reports: Up-to 4 x Parks Activators and 4 x Assistant Parks Activators (Kick-start)

Background:

We've recently been awarded funding to create a Nature Recovery Network across Bournemouth, Christchurch and Poole's parks and open spaces. The project will transform some of our area's green deserts into wildlife-rich sites and will create habitat and species resilience by linking existing biodiverse sites to a wider network. We will work with residents to achieve this, empowering them to care for their parks, reconnecting them with nature and educating them about the environment.

This project is funded by the Government's Green Recovery Challenge Fund. The fund is being delivered by The National Lottery Heritage Fund in partnership with Natural England and the Environment Agency.

Job purpose and overview:

You will lead the transformation of eight parks to support the creation of a nature recovery network using your knowledge and experience of conservation and / or ecological management.

The Project Manager will lead a team of Parks Activators to:

- Enhance eight urban parks (47 hectares) within our most densely populated and deprived wards.
- Deliver physical improvements to our green spaces.
- Run a range of engagement activities to educate and inspire residents into nature
- Empower communities by creating new volunteering opportunities with support for skills development and confidence building.

The post holder will play a key role in developing our Parks Activators, ensuring staff members have the correct training and development opportunities to accelerate their green space careers.

You will use your strong organisational skills to deliver various project management elements including project planning, budget management, liaising with a wide range of stakeholders, evaluation and reporting to grant funders.



Key responsibilities

Ecological leadership

1. Set the vision and direction for park enhancements ensuring we maximise the ecological potential in each space.
2. Facilitate ecological assessments of the spaces prior to and after the project.

Project management

3. Devise, deliver and maintain a project plan to achieve the project's objectives.
4. Manage a project budget of £224,000, ensuring the project remains on budget, keeping accurate records of all expenditure.
5. Establish a project steering group, ensuring various stakeholders are informed of the project's developments and keeping accurate records of meetings.
6. Develop and deliver an evaluation plan, working with an Evaluation Consultant and using citizen science monitoring methods to record changes and evidence the project's impact.
7. Ensure accurate reports are delivered to project funders, agreeing key milestones and reporting against their progress.
8. Build relationships with our project partners BCP Council, including personnel in Parks Development, Grounds Maintenance, Communities and Climate & Sustainability teams.
9. Ensure the project's engagement activities are promoted extensively across Bournemouth, Christchurch and Poole to maximise the number of people engaging our activities.

Staff management

10. You will be responsible for the management of up-to four Park Activators and four Assistant Park Activators (Kick start). This will include the recruitment, line management and development of the team, ensuring the team have opportunities to develop a wide range of conservation, horticultural and engagement skills.
11. Substitute for Parks Activators in the delivery of park engagement activities when required.

Other

12. Carry out any other reasonable activities as required by the Foundation Manager

Direct interfaces:

- The Parks Foundation and BCP Council staff
- Ecological Specialists, Naturalists, Local Conservation Groups
- Residents and park users
- Volunteers

Job requirements

- Must be able to travel across Bournemouth, Christchurch & Poole, using public or other forms of transport where they are viable, or by holding a valid UK driving licence with access to own car.
- Some out of hours and weekend working will be required
- A DBS check may be required

Due to Covid19 restrictions, we are currently working flexibly from home and our office in Winton Recreation Ground.

A secondment arrangement may be considered from colleagues from within BCP Council or The Parks Foundation with the agreement of managers.



Person Specification

Education, experience and knowledge	Essential/desirable
Educated to degree level in a conservation, wildlife, ecology or environmental science discipline	Desirable
Educated to Level 2 or equivalent in an RHS horticultural or conservation discipline, or relevant work experience	Desirable
Experience of working in horticulture or countryside management in a public or semi-public setting	Essential
Knowledge to develop spaces to enhance their ecological potential	Essential
Experience leading nature-based activities or community events	Essential
Experience working with volunteers, creating a productive and safe environment in which they will thrive	Desirable
Awareness of requirements of delivering a grant funded project	Desirable
Demonstrable ability to develop relationships with corporate partners, council colleagues, community groups and other agencies	Essential
Experience managing and developing staff	Desirable
A good and demonstrable knowledge of native flora and fauna	Essential
Skills and ability	
Excellent written, presentation and communication skills	Essential
Phase 1 Habitat Mapping skills	Desirable
Demonstrable knowledge in recording scientific data to schemes such as Living Record and the Local Environment Record Centre	Desirable
Good standard of computer literacy (Excel, Word, Power Point, Share point, Outlook, Microsoft Teams etc.)	Essential
Ability to motivate, manage and lead a team	Essential
Meticulous attention to detail	Essential
Organised, with ability to plan and prioritise own workload	Essential
Ability to develop lasting and positive relationships	Essential
Confident liaising with colleagues at all levels, with the ability to communicate with a wide range of stakeholders	Essential
Personal attributes	
Committed to developing parks into outstanding spaces	Essential
Flexible and adaptable attitude towards work	Essential
Approachable and friendly attitude, with tact and sensitivity	Essential
Able to work weekends and evenings	Essential
Driving license	Desirable