

JOB VACANCY APRIL 2019

SHALE TRAIL PROJECT MANAGER

Job description, person specification and conditions of service

To apply for this position, please complete the application form (available for download from <http://www.elgt.org.uk/> or by email/post by contacting Jenni Green on 0131 445 4025 or recruitment@elgt.org.uk)

The deadline for applications is **5pm on Monday 29th April**

Interviews will be held on **Wednesday 8th May** at ELGT's offices at Swanston.

ABOUT US:

Edinburgh & Lothians Greenspace Trust (ELGT) is an independent charity which exists to improve open spaces and engage communities with those greenspaces. We deliver a wide range of greenspace improvement projects, including the creation and improvement of parks, biodiversity, allotments, play areas and sports facilities, paths and cycleways, woodlands and business environments.

We work with communities to get them involved in greenspace projects through environmental education, conservation volunteering, therapeutic and physical activity activities in environmental settings, training and skills development. We work with landowners, local authorities, community groups, young people, schools, other charitable organisations, housing associations and all our projects are carried out in partnership with other organisations. Our services include the development of project ideas with communities, raising the necessary funding from a wide range of sources, community consultation and engagement, delivering programmes of activities addressing inequalities, project management and evaluation.

The Trust is a small and friendly organisation led by its Trustees - the Board of Directors made up of representatives from local authorities and key stakeholders. The Chief Executive, supported by a committed staff team of around 12 employees, is responsible for delivering the Trust's key aims and objectives and the day-to-day management of the organisation including ensuring its continued operation.

JOB DESCRIPTION

Job Title:	Shale Trail Project Manager (fixed-term)
Location:	ELGT Office, 109/11 Swanston Road, Edinburgh EH10 7DS
Responsible to:	ELGT Chief Executive and Shale Trail Steering Group
Responsible for:	No direct line management of staff
Status:	Part-time 28hrs/ week; to end October 2020
Salary:	£30,000 pro rata + car allowance + 8% pension contribution
Closing date:	Monday 29 th April 2019, 5pm

Overall Purpose:

Reporting to the Chief Executive and the Shale Trail Steering Group to manage the co-ordinated implementation of an agreed programme of path construction work and an agreed programme of community engagement activities contributing towards the delivery of the Shale Trail, West Lothian.

Management of contractors and heritage consultants and an on-going community engagement will be a major focus of the work activities as well as the monitoring and evaluation of the project.

Key Performance Indicators

- Management and delivery of the agreed Shale Trail programme of integrated project work within the framework of the funder's objectives and business plan.

Key Responsibilities

Project management

- Work with partners to deliver the workstreams submitted in the HLF and Leader applications into detailed co-ordinated plans
- Manage the delivery of the Shale Trail project workstreams
- Devise and negotiate project contracts and individual project budgets, ensuring that Trust guidelines on tendering, letting and administration of contracts are followed.
- Efficiently supervise and manage contractors, subcontractors and consultants in the course of project implementation in accordance with the relevant Trust policies and guidelines.
- Ensure that the Trust's Health & Safety Policies are followed, and that works are implemented in accordance with HASAW Act, 1974 and other relevant statutory requirements e.g. Construction (Design and Management) Regulations 2015.
- Monitor project progress and adapt methods to ensure outcomes are being achieved
- Work closely with project staff and partners to identify and control risk
- Review and evaluate project impact and communicate this with stakeholders and funders

Financial management

- Manage a budget of approximately £300,000 ensuring that the project stays within budget and regular financial reports are supplied to the project steering group.
- Work closely with the Finance Officer and Chief Executive to assist in the management and allocation of available funds, control expenditure and meet agreed financial targets.
- Ensure all funder reports are produced on time and to specification.

Securing the legacy

- Communicating the benefits with partners, funders and key stakeholders.
- Building strong relationships with local stakeholders.
- Maintaining a high profile for the project within local community and project partners.
- Securing follow on funding for legacy activities.

Communications

- Oversee communications outputs and ensure that all target audiences are engaged.
- Engage in advocacy of the Project Vision to key decision makers.
- Lead on overall strategic development of the Shale Trail project and any associated promotional activity.

External

- Liaise closely with the partners in the Shale Trail Steering Group to ensure that the decisions made have the full support of the partnership.
- Liaise with contractors, consultants and suppliers to ensure procurement and contractual obligations are met.
- Communicate with local stakeholders and partners in and around the Shale Trail route.
- Attend meetings where relevant and liaise with the Trust's Board and staff, partners, other organisations and individuals to report on the project programme.
- Provide where relevant, assistance, information and advice to the general public.

Internal

- Work with internal Edinburgh & Lothians Greenspace Trust project team to include the ELGT Projects Manager, Community Project Officers, Fundraising & Communications Manager and Finance & Office Manager.
- Communicate with project managers and community project staff within the Trust to develop and promote best practice within the Shale Trail Project.

PERSON SPECIFICATION

	Essential	Desirable
Education / Training	<ul style="list-style-type: none"> • Appropriate degree qualification, or equivalent experience, in an environmental, conservation or biodiversity related subject. • Other degrees if allied to a work background in environmental or community development/regeneration. 	Qualifications/equivalent experience in any of: <ul style="list-style-type: none"> • Project Management • Environmental/Sustainable Development • Path construction and maintenance • Cultural or heritage conservation
Relevant Experience	<ul style="list-style-type: none"> • Experience of project management, including contract management and supervision, health & safety, budgeting and outcome-based monitoring and reporting. • Demonstrable experience of delivering successful projects in a similar field to job description. • Extensive proven experience of developing or delivering practical conservation or cultural/natural heritage projects, including working to timescales and delivering within budget. • Experience of financial management, including budgeting and reporting, of large-scale capital projects. • Experience of partnership working with a wide range of individuals, agencies and organisations from statutory, public and voluntary sectors. • Experience of working with communities, landowners, contractors and the public sector. 	<ul style="list-style-type: none"> • Experience in delivery of Heritage Lottery Fund and/or EU funded projects and financial reporting • Knowledge of the wide range of policies linked to the greenspace agenda e.g. social inclusion, regeneration, environmental justice and health. • Knowledge of promoting and marketing environmental and educational initiatives to communities, schools and businesses. • Working knowledge of the voluntary sector. • Knowledge of relevant national and local environmental policies and legislative framework.
Skills and Attributes	<ul style="list-style-type: none"> • Excellent presentation skills (written and verbal) and ability to communicate effectively with a wide range of people. • Project planning, organisational and time management skills. • Computer literate and experienced with Microsoft Office packages. • Able to work under pressure and adapt to changing circumstances. • Able to motivate others and negotiate positive outcomes • Confident and courteous manner. • Self-starter with ability to work as part of a team. 	
Values and Attitudes	<ul style="list-style-type: none"> • Commitment to professional standards and quality. • Commitment to the benefits of environmental regeneration and community engagement as a means of improving the quality of life and well-being of communities. • Commitment to Equal Opportunities and Health & Safety in the workplace. 	
Other	<ul style="list-style-type: none"> • Flexible and willing to work outdoors in all weathers and work weekends/evenings as necessary • Full, clean driving licence • CRB checked post 	

CONDITIONS OF SERVICE

1) FLEXITIME WORKING

- a) **Working week** – 28 hours per week (excluding lunch break)
- b) **Working day** – 8.00am – 6.00pm (flexible hours to be worked within these times)
- c) **Core hours** - 10.00am – 12.00am, 2.00pm – 4.00pm Monday to Thursday
10.00am – 12.00am, 2.00pm – 3.00pm Friday
Some evening and weekend work may be required and the Trust operates a Time Off in Lieu system.
- d) **Lunch break** - minimum 30 minutes to maximum 2 hours, taken between 12.00 and 2.00pm.
- e) **Conditions** - the flexitime scheme operates within the confines of 4 weekly periods of 35-hour working weeks. Any credit/deficit of hours cannot be carried forward to the next period - a maximum of 4 periods of 3½ hours (14 hours) flexitime leave may be taken in any 4 week period with the agreement of the Chief Executive - staff must log in/log out if leaving the building and fill in weekly record sheets.

The scheme does not affect entitlement to time in lieu for evening/weekend meetings or annual holiday leave. The Trust aims to be as flexible as possible and will try to accommodate, wherever possible, individual staff arrangements to cover e.g. family circumstances, study, courses of medical treatment.

2) ANNUAL HOLIDAY ENTITLEMENT

- 27 days within leave year of 1st April to 31st March (pro-rata for part-time employees)
- Plus 6 public holidays
- Plus 3 days to cover period between Christmas and New Year when office is closed

3) PENSION

The Trust runs a qualifying workplace scheme with Royal London with an 8% company contribution and minimum employee contribution of 3%.

The Trust complies with auto-enrolment legislation and will auto-enrol eligible new employees into the pension scheme on their start date with a 3-month postponement period. Full information, including opt-out rights, will be provided on starting with the Trust.

4) CAR MILEAGE ALLOWANCE

As an essential car user an allowance of £80 per month will be applicable in addition to 15p per mile for use of own car.