

Project Manager, The Nature Alliance

Job Description



Wellbeing,
it's in our nature

Salary: £120/£140 per day

Type of post: Contract part-time (flexible 24 hours per week) short term contract with expectation role will develop to a long-term position

Location: Combination of home, office based and outside working across Bucks, may include some weekend work

Closing date: Wednesday 17th November 2021

The Nature Alliance brings together five incredible local organisations that specialise in nature based activities; Lindengate, Road Farm Countryways, Chiltern Rangers, Chiltern Society, Berks, Bucks and Oxon Wildlife Trust (BBOWT). This major new project funded by The Rothschild Foundation, until March 2022, is looking for a Project Manager, the expectation is for the role to be long term with funding in the process of being secured for the future.

The Nature Alliance, supports young people build and maintain resilience in their wellbeing, the project will create a fully integrated nature, health and wellbeing service across Buckinghamshire for young people under 25

MAIN DUTIES AND RESPONSIBILITIES:

The Project Manager will help pull together representatives from Volunteer and Community Services and statutory mental health provision, to find a solution that supports the existing needs of young people with mental health challenges through The Nature Alliance's offer.

- Primary contact for The Nature Alliance
- Work closely and support the Chair and Vice Chair to review performance against delivery of the clearly defined objectives as laid out above and to accurately map the green recovery achieved and potential environmental sustainability implemented as a result of the pilot.
- Manage the partnership, facilitate regular steering group meetings and meet regularly with the partners. Create excellent working relationships with all partnerships and staff, ability to develop relationships with a variety of different people
- Work closely with the partners to build on their current delivery models to develop and promote a range of activities are available to support diverse young people's wellbeing needs, encouraging greater connections and a positive impact on the natural environment.
- Develop and create with the support of the partners a simple referral system to facilitate the triage of young people across The Nature Alliance and all other relevant service provisions.
- Manage and develop the social media for The Nature Alliance across, Facebook, Instagram, Twitter and LinkedIn, promoting partner events and initiatives.
- Work with an external marketing agency to develop and update The Nature Alliance website, create literature and supporting marketing material required by the project.
- Attend and support events run by The Nature Alliance partners.

- Maintain and develop a database of contacts
- Effective management of the budget for the project
- Seek out and apply for new funding/grants to sustain the Nature Alliance into the future
- Support Lindengate, the lead partner in maintaining a relationship with The Rothschild Foundation throughout the project with updates and invitations to meetings, events etc. Write 6 month & 12-month report for The Rothschild Foundation
- As directed by the steering group maintain regular contact with all partnerships including Health and Wellbeing Boards, CCGs, NHS Foundation Trusts, GP surgeries, social prescribing link workers, youth services and other nature-based service providers.
- Log all relevant staff hours for the project highlighting over or under use of staff hours

ESSENTIAL SKILLS

- Educated to a good standard, with relevant skill set for the vacancy
- Excellent organisational skills, including ability to work on own initiative, managing & prioritising workload & high level of communication skills
- Experience with working with people at different levels, demonstrating an ability to engage effectively and develop relationships with a variety of people
- Adaptable and flexible, willingness to occasionally carry out duties outside office hours
- An awareness of and interest in the work of nature-based charities, with an empathy with conservation and protecting the environment
- Sensitive and supportive of people with mental health challenges with whom we work, in all areas of practice and adhere to our safeguarding policies.
- A proven track record of success in managing projects
- Full clean driving license & own car

DESIRABLE SKILLS

- Experience of working in a project with several organisations
- Experience of applying for and securing funding or grants
- Working for a charitable organisation.
- Experience of social media platforms and social media management
- Good MS Office Knowledge (Outlook, Word & Excel)
- Excellent written and verbal communication skills, including attention to detail & copywriting skills
- Understanding or experience of the Volunteer and Community Services

To apply for the role please submit your CV and covering letter, explaining why you would be suitable for this role to info@thenaturealliance.org.uk

