

B. The Job

Biodiversity Project Manager

The Biodiversity Project Manager is responsible to the Director of Conservation for managing the projects: Habitat Biodiversity Audit and Wildlife Sites, and for co-ordinating data use with LBAP. The work includes (i) managing and developing the Biodiversity Team staff and volunteers; (ii) managing the budget and seeking new funding; (iii) overseeing and undertaking practical survey work and linking with LBAP actions; (iv) involvement in Climate Change agenda and strategic issues.

The post is full-time and funded by the partnership.

C. Personal Responsibilities

LEADING THE TEAM

- Oversee and manage the survey staff and volunteers ensuring that work programmes are implemented and the work of team members is co-ordinated.
- Develop and monitor Biodiversity budgets and work plans.
- Ensure that all work is recorded and reports are produced as required, particularly for external funders such as local authorities and Natural England
- Liaise with Director of Conservation and partnership to ensure that objectives are met and seek guidance where appropriate.

WORK PROGRAMMES

- Ensuring that all works required to meet funding and grant conditions are met.
- Plan the delivery of monitoring work by staff, volunteers, local groups and contractors.
- Active involvement in the development of the projects.
- Lead on promotion and publicity of the Biodiversity projects.
- Liaise with partners and Wildlife Trusts nationally and regionally on conservation issues to support work.

SURVEY AND MONITORING WORK

- Ensure delivery of good quality survey and monitoring work by staff, volunteers and contractors.
- Ensure that volunteers are recruited and supported to assist with the projects.
- Ensure that training is provided to staff and volunteers to develop relevant skills.
- Ensure that the Trust's and relevant Warwickshire County Council Health & Safety policies are adhered to, and that equipment is maintained and properly used.
- Monitor training effectiveness to ensure compliance with Health & Safety legislation.

LANDSCAPE SCALE CONSERVATION WORK

- To work with the Trust's Director of Conservation and Conservation Manager, and partners to link site surveying and monitoring with Climate Change agenda and the landscape scale conservation approach, existing nature reserves and wildlife sites.

FUTURE DEVELOPMENT AND INCOME GENERATION

- To develop the Biodiversity project to meet the needs of new agendas, particularly in relation to Climate Change, and local strategies with Director of Conservation and partnership.
- To lead on actively seeking funds for Biodiversity Project, working with partners on applications.
- To work closely with partnership regarding funding and in kind support, maintaining a strong partnership and ownership of the projects by the partners.
- To work with partners to clearly state the benefits of the HBA and Wildlife Sites and links with LBAP, and pro-actively promote these to senior officers, councillors and influencers within the partnerships.
- To develop the project to meet new and wider ranging needs of monitoring and reporting.
- To promote the work and results of the project to the wider public, to build support for the work, and to support funding bids through evidence of public need.

PRIORITIES

- Decide on priorities within the above headings with the Director of Conservation and partnership
- Positively delegate specific tasks to other staff, trainees and volunteers, as appropriate.

OTHER DUTIES

- Demonstrate a commitment to personal development.
- Work co-operatively across teams and engage with team meetings and events.
- Ensure all work is undertaken to a high quality and in accordance with ISO 9001 & 14001.