



Buxton Civic Association
buxtoncivicasociation.org.uk

Job description for Project Manager part time (**2.5 days per week or equivalent**) for a fixed term until **31 March 2022** for Buxton Civic Association.

Buxton Civic Association (BCA)

Buxton Civic Association (BCA) is a registered charity established in 1967 to preserve the fine architecture of Buxton and its natural and human environment.

Over time BCA have acquired ten woodlands (65.36 ha) surrounding the town including the 40.60 ha Grin Low wood. This SSSI with high quality limestone flora (in the glades) and industrial archaeology was developed as Buxton Country Park in 1970. The upkeep of these mature woodlands remains one of our main tasks. All the woods are managed for conservation and recreation and are all permanently open to the public. BCA also own and manage Poole's Cavern show cave visitor and educational attraction and host Buxton's Go Ape high wire adventure course at Buxton Country Park.

All the woods are within 2 miles of Poole's Cavern.

Stronger Roots Project

BCA is excited to have been successful in securing funding for a major project under the Green Recovery Challenge Fund: **Stronger Roots; Regeneration and Healing in Buxton's Community Woodlands.**

Breathing new life into Buxton's network of community woodlands and allowing our woods to breathe new life into our people, Stronger Roots is a woodland restoration project with a difference; using / working with nature in BCA's woods to restore people's well-being through the ongoing Covid-19 crisis on the one hand whilst linking this with community restoration of the ecological damage caused by rampant Ash Die Back disease on the other.

We aim to build on our experiences during the Covid-19 lockdown, when Buxton people turned to BCA's nine community woodlands, our Country Park and SSSI as places to exercise, play and seek contact with nature. The woods were used like never before by families for children's play (dens and rope swings springing up all over the woods), walking and many other forms of exercise, bird watching, painting and other forms of quiet contemplation. In parallel with this, over the last two years the ash trees within our woods have been stricken by Ash dieback disease leaving BCA with an urgent and growing health and safety problem and major concerns about the long-term restoration of our woods.

The public's appreciation of and need for our sites highlighted the urgency of our work in nature care and nature conservation. This project will accelerate that, enabling us to reach more people faster, whilst responding to the ash dieback crisis. With our partners and the community, we will create flourishing woodlands with enhanced biodiversity and build ecological, social and economic resilience.



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Ash dieback is particularly significant for the BCA woods, because not only are ash trees a significant component of the woods as they are at present, but we were depending on ash as being the major canopy tree component for the future regeneration of a more natural composition to the woods. Before Ash dieback we had considerable amounts of natural regeneration of Ash occurring in our woods. The woods on the limestone in this part of the peak district would naturally be dominated by a combination of Ash and Wych Elm supported by an element of Small Leaved Lime. Many of our Wych Elm have already succumbed to Dutch Elm disease, so the additional loss of Ash provides us with a significant problem.

TITLE

Project Manager for Stronger Roots Project

WORK BASE

Your place of work will be within easy reach of the BCA Offices at Poole's Cavern, Visitor Centre on Green lane, Buxton.

PURPOSE

To

- project manage BCA's Stronger Roots Project
- develop the project timeline and key milestones
- bring the project in on time and on budget
- work with BCA staff, project contractors and suppliers
- ensure that the project can continue after the end of the funding period (31 March 2022)
- ensure that the project delivers all required outputs

RESPONSIBLE TO

You will report to BCA Stronger Roots Steering Group and will be required to attend meetings as and when required.

You will ultimately be responsible to the BCA Board of Trustees and may on occasion be required to attend meetings of the trustees to report on the progress of the project.

DUTIES OF POSTHOLDER

- Project Manage BCA's Stronger Roots project from start date to 31 March 2022
- Develop a project delivery plan
- Prepare regular reports on project progress
- Attend regular meetings of the Stronger Roots Steering Group
- Manage the project budget and ensure that the project stays within budget
- Ensure that the project is delivered on time (including all milestones)
- Appoint (in conjunction with the Steering Group), liaise with and supervise contractors and suppliers employed by the project.
- Create and deliver project work plans and revise as appropriate to meet changing needs and requirements.
- Identify necessary resources and assign responsibilities against the project requirements



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- Manage day-to-day operational aspects of the project(s).
- Line manage the posts of Woodland Community Manager and Woodland Estate Worker (the latter in conjunction with BCA Woodland Officer).
- Ensure project documents are complete, current, and appropriately stored.
- Work closely with relevant stakeholders to ensure effective and efficient implementation of the project(s).
- Work with basic revenue models and Profit/Loss; meet financial objectives by forecasting requirements; prepare a project budget; schedule expenditures; analyse variances and initiate corrective actions.
- Submit regular project status reports to BCA Trustees and relevant stakeholders
- Ensure that all stages of the project are recorded (by video, photography and other media) and details disseminated regularly via BCA social media channels and website.
- To work with BCA Trustee responsible for press liaison to ensure regular coverage of these projects by the press.

SALARY

£28,000 per annum pro rata (£14,000 actual salary at 2.5 days per week)

PENSION PROVISION

Statutory Workplace pension scheme enrolment

LEAVE ENTITLEMENT

28 days including bank holidays pro rata

HOURS

2.5 days a week, which amounts to 18 hours a week.

These will normally be worked on a 2.5-day a week basis but the nature of the work will involve some flexibility. Some evening and weekend work will be required.

DBS

Any appointment will be subject to an enhanced DBS check in addition to other safeguarding checks.

TRAINING

BCA prides itself on being a learning organisation and we see developing and investing staff skills as a key part of this. Training will be provided, either in-house or external, as needed and at the discretion of the Manager.

PERSON SPECIFICATION



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Person Specification	essential	desirable
Project Manager Stronger Roots Project		
Qualifications		
Full driving license	X	
Training or Education qualifications in Project Management	X	
Outdoor First Aid		X
Experience		
Managing projects for a conservation, heritage or community arts organisation	X	
Managing a team with diverse professional backgrounds		X
Knowledge & Understanding of;		
Project Management	X	
Good working knowledge of Excel spreadsheets	X	
Scheduling	X	
Reporting	X	
Risk Management	X	
Negotiation	X	
Contract management		X
Nature conservation, and woodland management in particular		X
Community arts and community engagement		X
Skills		
Manage own workload effectively	X	
Communicate effectively and enthusiastically with board of trustees, BCA Staff, contractors and suppliers.	X	
Communicate via social media	X	
Able to work weekends and occasional evenings	X	
Good diplomacy skills	X	
Good Excel spreadsheet skills	X	
Personal Qualities		
A commitment to conservation and the environment	X	
Ability to work well alone or as part of a team	X	
Organised and flexible	X	
Ability to motivate others	X	

REFEREES



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Please supply the names and contact details (phone numbers and e-mail addresses) of two referees. At least one of your referees should be your existing employer or if you are not currently employed your previous employer. You should indicate how long each referee has known you.

We will take up references prior to appointing. Please indicate clearly if you do not want us to contact your referees until after the interviews.

16th December 2020