

PROJECT MANAGER PART TIME (2.5 days per week or equivalent) for a fixed term until 31 March 2022.

Salary: £28,000 per annum pro rata. Actual salary £14,000 for 2.5 days.

Buxton Civic Association (BCA) is seeking an experienced project manager to be responsible for **BCA's stronger roots project: Regeneration and healing in Buxton's community woods**. The project is funded by DEFRA and delivered by the Heritage Lottery Fund through the Green Recovery Challenge Fund.

Based in the historic town of Buxton, situated on the edge of the Peak District National Park. You will be part of a team starting to regenerate BCA's ten community woodlands, our Country Park and SSSI and building on our experience of people turning to BCA's nine community woodlands, our Country Park and SSSI during the Covid-19 lockdown. Their 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 starting to tackle the issues caused by 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.

Buxton Civic Association (BCA) is Buxton's leading environmental charity.

The project manager's role and responsibilities will include:

- 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
- 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.
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We are looking for an experienced project manager, with some experience in managing conservation projects to work with a team of professionals to deliver a project that will make a positive difference to BCA and the town of Buxton.

If you are interested in applying for this job, please download and complete the application form (AF) send an email along with your CV to communications@buxtoncivicassociation.org.uk

Closing date for applications Monday 4th January 2021.



Caring About Buxton
buxtoncivicassociation.org.uk