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Bringing the Park to Life - From Vision to Delivery

Wandle Valley Regional Park Trust - Project Manager vacancy

Job Description and Personal Specification

Job Title: Wandle Valley HLF Project Manager

Responsible to: CEO

Responsible for: Wandle Ranger volunteers

Hours: 37.5 per week

Salary: £25,000 – £28,000. Freelance consultants, payee, secondment opportunities welcome to apply.

Contract: Full time, 12-month fixed contract. *Immediate start preferred.*

Location: Morden Hall Park, Merton SM4 5JD.

Job Description

Job Background:

Wandle Valley Regional Park

The Wandle Valley Regional Park is a network of over 40 green spaces, and 12 nature reserves, linked by the riverside Wandle Trail, covering some 900 hectares. It is a strategically important asset for London, which can provide significant environmental benefits, support sustainable economic growth, and build enduring social capital and resilience for its growing communities. The Wandle Valley area encompasses four London Boroughs: Wandsworth, Merton, Sutton and Croydon.

Wandle Valley Regional Park Trust

Set up in 2013, the Wandle Valley Regional Park Trust's (WVRPT) vision is for the Wandle Valley to be a coherent and a vital part of London's green space network, creating a place, rich in



heritage, where people are proud to live, work and play, that contributes to the economic vibrancy of South London.

Since its inception, the Trust has secured over £1.6m of investment, and has delivered a number of projects throughout the Wandle Valley, encompassing improvements to parks and nature areas, physical activity and health, and community volunteering. The Trust is an independent Limited Company and a charity, managed by a board of Trustees made up by the London Boroughs (Wandsworth, Merton, Sutton), statutory agencies (Natural England and Environment Agency), landowners (National Trust and Mitcham Common Conservators and local community organisations (Wandle Valley Forum and Wandle Trust).

Unlike other regional parks, the Trust was established with no core development funding, nor a clear business model. Nonetheless, we have demonstrated a strong four-year track record by securing investment, political support, and partnership opportunities. This has culminated in our new five-year strategy which sees the Trust recast as a dynamic and enterprising organisation, which coordinates the resources, organisations and people to realise our vision for the Wandle Valley. In addition we have been successful in attracting funding and partner support from the HLF and other key stakeholders including the GLA, to develop a new model of management for the delivery of Green Infrastructure in a sub-regional context.

<http://wandlevalleypark.co.uk/strategy>.

Responsibilities:

The role of Wandle Valley Project Manager has been created through funding from the HLF and partners to oversee the smooth running of the project over 12 months and to work with and support the part time CEO.

- You will work with the CEO, Board of Trustees, Wandle Stakeholders and external consultants to ensure the smooth running and efficiency of the HLF resilience project undertaken by the Trust for 12 months.



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- You will undertake engagement and consultation with our stakeholders, partners, and the wider Wandle Valley community, alongside and in support of the external consultants, through our Pan London shared learning events and seminars.
- You will also have responsibility for the setting up of our 12-month pilot volunteer Wandle Rangers programme. Consisting of 12 volunteers one day a week for a 12-month period.
- The role will include administrative duties, communications responsibilities as well as project coordination and volunteer management skills.

Project Management

- Work with the CEO Director to identify, tender for and appoint consultants and suppliers required to cover the scope of the project.
- Ensure that the project is delivered on schedule, that appropriate milestones are reached and that the key project outcomes are achieved and evaluated.
- Co-ordinate the work of different consultants, members of staff, contractors and volunteers within the project to ensure that all members of the team are aware of responsibilities and deadlines.
- Be responsible for progressing all required actions with external consultants, contractors, staff, volunteers and suppliers ensuring that all key dates are met.
- Take urgent remedial action to ensure any delays and overruns are rectified.
- Report progress weekly to the CEO identifying any matters arising and need for remedial action.
- Ensure key data and information for consultants is in place, up to date and available.
- Overall health & safety of the project – ensuring that all site and activity risk assessments are produced and followed in accordance with national legislation & WVRPT H&S Policy.
- Have due regard to health & safety issues, including ensuring that all works by volunteers conform to Health & Safety best practice.
- Seek opportunities to provide added value to the project.



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- Share with all staff a common duty to enhance the good reputation of WVRPT wherever the opportunity arises.

Communications and marketing

- In liaison with consultants and CEO determine the best channels for communication with stakeholders and the community, arranging regular publicity for the project as required.
- Use social media to publicise aspects of the project, engage with wider audiences and obtain feedback, produce regular newsletters and project collateral.
- Promote activity, events, and news items through the Trust social media platforms, explore new ways in engaging new audiences and update the current web pages accordingly.
- Along with consultants organise events to consult and inform stakeholders of developments and progress, and obtain feedback on key issues.
- Work with the consultants, GLA and Lee Valley Regional Park to organise and coordinate 4 roundtable events and 2 seminars.

Volunteers

- Coordinate the recruitment, induction, training and development of the Wandle Rangers Volunteer pilot project.
- Working with the volunteers and consultants oversee the development of our first Wandle Wonder Box (refurbished shipping container in Wandsworth) that will hold tools and bikes.
- Maintain volunteer hours record.
- Attend training with the volunteers to enhance skills and competencies
- Support the volunteers in participating and supporting the learning and engagement events.



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Admin & Finance

- Convene, coordinate, provide support and secretariat duties at project management meetings, learning events and other engagement opportunities, providing papers, agendas, and minutes as appropriate, with staff, trustees, consultants and volunteers.
- Ensure that all finance systems in relation to the HLF and other funding streams are set up, monitored and managed.
- Ensure smooth transaction of all external consultancy financial transactions and ensure that the correct systems are in place to deal with invoicing etc.
- Ensuring that all evaluation and collection of data from all project events and activities are collated and recorded.
- Monitor project costs, ensuring they remain within budget and report monthly to the CEO and to HLF as required.





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Personal Specification: Wandle Valley HLF Project Manager

E = Essential - D = Desirable - A = Application - I = Interview

Attribute		How determined
Education	E	A & Certificate
Educated to relevant degree or equivalent		
Experience & Knowledge		
Proven experience of contract and project management and delivery in an environmental and/or heritage setting, involving multi-skilled teams and funding packages.	E	I A
Experience of effective community stakeholder management in the context of environmental conservation and/or heritage	E	I A
Knowledge and experience of the UK environmental regeneration field, the strategic framework of relevant policy context (including London Plan/ All London Green Grid) and of Lottery, and other funding sources and procedures.	D	I A
A clear understanding of heritage related projects - including the natural, built, and cultural elements.	E	I A
Proven experience of creating promotional and interpretative materials.	D	I A
Experience of managing budgets in respect of a range of projects and fundraising.	E	I A
Experience of recruiting and managing volunteers	E	I A
Skills		
You will have demonstrable ability and understanding of project appraisal and evaluation skills.	E	IA



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Attribute		How determined
Ability to plan, organise and carry through activities and coordinate input from various agencies.	E	IA
Ability to multi task/ to work concurrently on a number of different projects and ensure projects are completed to time scales.	E	IA
You will have excellent IT, social media and communication skills (both written and verbal).	E	IA
You will be able to produce high-quality verbal and written reports, including production of press releases.	E	IA
You will have good general administrative and secretariat skills with sound computer literacy, including a familiarity with Microsoft applications, social media and WordPress.	E	IA
A general understanding of health and safety requirements, equal opportunities, diversity, and safeguarding.	D	A
A full UK driving licence	D	A
Personal attributes		
You will be a dynamic self-starter, with confidence and motivation	E	I
You will have a passion for green infrastructure and projects that deliver change and environmental regeneration.	E	I
You will be comfortable in working across multiple locations by public transport, bike or car.	E	I
You will have the ability to work alone.	E	I
You will be willing to do occasional weekend work.	E	I
Well organised with good time management skills	E	I
Excellent communications and interpersonal skills	E	I



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Attribute		How determined
Flexible, adaptable and able to cope with constant change Able to work under pressure	E	I
Sympathetic and adaptive approach to different groups	E	I
Energetic and enthusiastic, demonstrates commitment	E	I

Additional information

- The job is advertised as a full-time post on a fixed term contract of 12 months.
- We welcome applications from self-employed consultants and secondees as well as PAYEE applicants.
- The appointment is subject to a three-month probationary period.
- No person shall be treated less favorably than another on the grounds of sex, sexual orientation, marital status, race, ethnic or national origin, religion, colour, age or disability.
- Appointment is conditional upon receipt of satisfactory references.

Package

- Normal working hours are 37.5 hours per week, which will involve some evening and weekend working.
- Overtime is not paid, but time may be taken off in lieu.
- The WVRPT holiday allowance for full time workers is 26 days a year plus statutory holidays.
- Salary range - £25,000 - £28,000.



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How to apply:

This is a fabulous chance to be involved in a truly ground-breaking piece of work and we would ideally want our new Project Manager to start as soon as possible.

Please send your covering letter, CV, and evidence of how you meet the person specification to:

FAO Sue Morgan info@wandlevalleypark.co.uk

Closing date: 13th November 2017

Interview date: Monday 20th November 2017 – interviews will last around an hour

All applications for this position will be subject to enhanced DBS clearance and be subject to references.

For information on our projects, Trust and Regional Park please visit our web pages: www.wandlevalleypark.co.uk and see our [strategy document](#).

Related news articles

[Wandle Valley Regional Park Trust receives cash boost of £166,000, from The National Lottery and supporting partners.](#)

[£166,000 "game changer" funding for Wandle Valley Regional Park Trust](#)

[How will HLF funding help develop the UK's newest parks trust?](#)

