**JOB DESCRIPTION**

**Job title:** Project Manager (12 months fixed term contract)

**Location:** Greater Manchester/Merseyside/Cheshire

**Salary:** £20,000 - £21,500, dependent on experience + pension

**Closes**: 9 August 2021

**Position:** Project Manager

**Hours:** Full Time, 37.5 hours per week. Flexibility required (some evening & weekend work)

**Background**

Mersey Rivers Trust is the principal environmental charity working to improve the quality of rivers across the Mersey Basin. As we continue to grow and succeed in attracting more grant-funded projects, we are now seeking an experienced project manager to lead different projects and engage people across the Mersey Basin.

This role is **for a fixed term of 12 months** but with the aim of making it a permanent role if we can secure the necessary funding for the post.

Our projects range from river restoration and catchment management schemes (such as Natural Flood Management) through to public engagement and communications. Project values range from £20k to over £1m.

The role requires strong project management skills combined with excellent communication skills with a wide range of stakeholders from funding bodies to local community groups and individual volunteers. The successful applicant will be able to effectively deliver projects as well as undertake communications and engagement activities.

**Role Overview**

The Mersey Rivers Trust (MRT) operates in the Mersey Basin catchment covering Greater Manchester, Merseyside and much of Cheshire. The Trust has expanded rapidly over the past three years and has been successful in securing funding to deliver a variety of environmental river-based improvement and engagement projects.

Our project portfolio continues to grow and we are now looking to recruit a competent, dynamic and enthusiastic person with experience in delivery of river improvement and engagement projects. The role will include engagement activities with stakeholders, landowners and local communities, training and managing our volunteers, as well as delivery of physical improvement works such as invasive species control, river restoration and wetland creation projects. The role holder will report to one of our Senior Project Managers.

The successful candidate will have knowledge of topics such as catchment management, river conservation, river restoration and be confident in communicating with stakeholders, landowners, local communities and our volunteers.

The post holder will be home-based and will need to travel throughout the Mersey Basin catchment (predominately within Greater Manchester, Merseyside and Cheshire).

**Candidate Profile**

* GCSEs (or equivalent qualifications) in maths and English is essential. Education to A level (or equivalent qualifications) in relevant subjects or equivalent relevant vocational qualifications is desirable.
* Valid driving licence and own vehicle, insured for business use is essential.
* Competent and confident in the use of email, Excel and Word. Experience in GIS and Powerpoint would be desirable, along with social media (Facebook, Twitter).
* A confident and clear communicator with experience in delivering engagement projects with a variety of stakeholders and local communities.
* Experience of successful environmental project delivery working as part of a team, ideally in the river environment and/or in catchment management.
* Understanding of how different physical improvement projects are meant to perform in relation to river catchments, river channels and river ecology.
* Experience in working with contractors and volunteers is desirable.
* Self-motivated and able to work effectively from home without supervision and to a high level of accuracy and attention to detail.
* Ability to work flexibly, including some early mornings, some evenings and some weekends/bank holidays.
* Ability to prioritise and plan activities to meet strict deadlines.
* Reliability, good attendance and work performance.
* Strong team working skills and able to work collaboratively with partners, contractors, volunteers and community groups.
* Good organisational / admin skills and attention to detail –
  + Maintaining electronic project filing on our document management system.
  + Keeping records of work undertaken and agreements made.
  + Keeping records of expenditure incurred on projects.
  + Keeping and submitting up to date timesheets and expenses.

**General Notes**

* Extensive travel around the Mersey Catchment will be necessary and therefore a current driving licence and access to an appropriately insured vehicle is essential.
* This position will from time to time require work during some evenings, weekends and public holidays. A time-off in lieu system is operated by the Trust.

**Term and Conditions**

*The following terms and conditions are typically offered to Mersey Rivers Trust staff and are set out as a guide only. Terms and conditions may vary according to circumstances and this summary does not form part of any subsequent employment*

**Contract duration:** Fixed term contract for 12 months from employment commencement date. We aim to make this role permanent beyond the 12 months fixed term period subject to funding, but this is not guaranteed.

**Annual leave:** 28 days annual leave pro rata plus bank holidays.

**Time off in lieu:** The Trust operates a time off in-lieu system for work at weekends, evenings or bank holidays. We do not pay overtime or double time.

**Location:** Home-Based. Some working may be required from time to time in our offices in Salford. The work will include some home-based computer / planning activities, alongside working across the Mersey catchment area, both indoors (e.g. in community spaces) and outdoors.

**Travel expenses:** travel expenses will be paid for all work-related travel within the Mersey catchment (Greater Manchester, Merseyside, Cheshire plus small areas of Lancashire (parts of West Lancs and Rossendale districts) and part of the High Peak district of Derbyshire. Candidates living outside the catchment area will need to cover their own travel costs from their home to the catchment boundary.

**To apply:**

If you wish to apply, please send a CV (no more than two sides of A4) and covering letter (no more than two sides of A4), outlining how you meet the requirements of the person specification and job description and why you want to work for the Trust. Please email your application to the Operations Director of the Mersey Rivers Trust, Paul Henbrey ([paulh@merseyrivers.org](mailto:paulh@merseyrivers.org)).

**Applications must be received by email no later than the end of 9 August 2021.**

Interviews will be held in August either via Zoom or face-to-face depending on circumstances.

If you would like more information about the role before submitting an application, you may contact Paul Henbrey 07747 446103 ([paulh@merseyrivers.org](mailto:paulh@merseyrivers.org)) or John Sanders 07821 117396 ([john@merseyrivers.org](mailto:john@merseyrivers.org)).