Job Description

##### Job title Project Manager

##### Responsible to Managing Director

##### Direct reports None

#### Overall purpose of job

Manage a portfolio of projects to a high technical standard, in line with ISO 9001, 14001 and 45001 accreditations, liaise with client and stakeholders. Holding the team and sub-contractors to account on delivery, quality, time and costs as well as reporting against milestones, financials and resourcing

#### Main responsibilities

* Manage a portfolio of projects throughout the project life-cycle
* Reporting on project progress to the Managing Director
* Liaising with clients, stakeholders, and subject matter experts
* Develop annual plans and budgets for the company for Board approval.
* Provide high quality ecological advice to clients.
* Maintain good client relationships and play an active role in securing new and repeat business.
* Contribute to the quality assurance of reports and survey data

#### Personal Specification

##### Experience

* At least five years of relevant project management experience within the environmental sector and/or construction industry
* Demonstrable experience in managing projects throughout the project management life-cycle.
* Evidence of excellent, long term client and stakeholder relationships plus ability to develop new ones
* Experience of project teams and engaging sub-contractors

##### Education

* Degree in a related subject
* Evidence of formal project management training

##### Knowledge

* Knowledge of the planning or construction industry
* Budget management and resource allocation
* Knowledge of managing budgets, producing invoices and controlling costs
* Knowledge of other relevant legislation such as Health & Safety requirements, environmental accreditation

##### Skills

* Ability to manage client relationships effectively for both new and existing clients
* Ability to identify and realise new business opportunities
* Ability to work as a team and liaise with a wide variety of people
* Ability to work on own and to organise and prioritise work effectively
* Ability to communicate effectively, verbally and particularly in writing
* Proven ability to lead, motivate and guide a team through to successful outcomes
* Driving licence
* Membership of appropriate professional body

##### Personal qualities

* Enthusiastic with an ability to inspire others
* Dedicated, proactive, adaptable and flexible to your approach to work
* Willingness to work unsocial hours (evenings, early mornings and occasional weekends) as dictated by project requirements
* Imaginative, inventive and able to turn ideas into action
* Be personable and a team player with the ability to work on own initiative and independently when required.
* The ability to deal with a wide variety of people in a friendly and professional manner
* Ability to work under pressure, manage complex workloads and to meet deadlines
* Passionate about nature conservation and the ethos of the Wildlife Trusts