

PROJECT DIRECTOR – LANDSCAPE RECOVERY – JOB DESCRIPTION

CONTEXT

North-West Norfolk Coast Project (“NNCP”) is one of the most ambitious UK land-use proposals since the 17th Century draining of The Fens. NNCP is a contiguous, uninterrupted area of over 11,000 hectares adjacent to the UK’s most important estuarine wetland (The Wash). NNCP has the potential to become one of the most important nature restoration stories globally.

NNCP was [recently successful](#) in applying to be one of the Government’s Landscape Recovery Round 2 pilots. The scheme is for landowners and managers who want to take a large-scale approach to producing environmental and climate goods on their land. Having been successful in entering this scheme, NNCP is shortly to begin a funded 2-year Project Development Phase (PDP) and is looking to recruit a Project Director, a high-profile role which will lead the delivery of NNCP.

[Wild Ken Hill](#) is one of around 10 landowners involved in NNCP and is leading on this recruitment process on behalf of the project.

JOB DESCRIPTION

The Project Director is a high-profile role which will lead the delivery of NNCP.

The postholder will work with the project land managers and their partners to develop a plan for nature recovery at a landscape scale, and attract blended finance to fund the project. The postholder will be responsible for successful delivery of the PDP through to the start of the subsequent implementation phase.

The postholder will oversee efficient, timely and strategic management of all activities set out within the project plan and gateway table, including development and delivery of:

- Land management plan
- Blended finance plan
- Project Implementation plan
- Stakeholder engagement plan
- Site access plan
- Monitoring and evaluation plan
- Legal consents and permissions

The postholder will oversee procurement and management of all suppliers identified within the project budget, including consultants delivering:

- Baseline condition, modelling and feasibility work
- Specialist advice on required consents and permissions
- Commercial, legal and governance advice
- Scientific support for evaluation frameworks
- Data interpretation and mapping services
- Investment and blended finance advice

The postholder will facilitate strong and effective working relationships between diverse project partners and stakeholders to deliver the outcomes of the project development phase.

The postholder will use the project management tools and processes required for successful delivery. They will coordinate and chair meetings and workshops, presenting progress and findings to a range of different audiences, as appropriate. They will report progress against project milestones to the Project Steering Group (which includes key personnel the landowner group, including from Wild Ken Hill and other neighbouring estates) and its advisors (including Swallowtail Consulting). The postholder will work closely with other staff working on this project including geospatial analysts, finance, and administrative support staff.

KEY RESPONSIBILITIES

- Manage all aspects of the multiple project workstreams
- Steer day-to-day project activities and resources
- Identify opportunities and help secure blended finance to fund the project during the implementation phase.
- Coordinate and integrate resources to ensure effective delivery of work streams
- Lead and manage a diverse project team
- Manage reporting and Risk Registers
- Coordinate tendering of multiple work packages for external contractors
- Develop and support partnership working with external stakeholders, including liaison with DEFRA
- Present to internal working groups and the Steering Committee as appropriate
- Successful submission of quarterly grant claims based on agreed milestones

REQUIRED SKILLS, EXPERIENCES & QUALIFICATIONS

Skills:

- Business and project planning, including budget development and management
- Governance of large, high value projects
- Strong analytical skills, including advanced Excel and data modelling skills.
- Excellent attention to detail with a proactive, practical and commercial approach
- Good communication and interpersonal skills to develop and manage relationships with stakeholders and partners.
- Takes responsibility for outcomes and is proactive and dynamic in solving problems
- Public presentation and reporting skills
- Knowledge and understanding of relevant public and private funding (desirable)

Experiences & Qualifications:

- Proven track record of project delivery with at least 5 years' experience of programme management
- Minimum of 5 years' experience, at a senior level, with responsibility for managing a multi-disciplinary team in a similar role.
- Experience of people and team performance management and supervision.

- Evidence of continued professional, managerial and personal development
- Educated to degree level or equivalent
- Evidence of continued professional, managerial and personal development

WORKING ARRANGEMENTS

Salary: £50,000-£60,000 p.a.

Location: Hybrid online / in-person with a minimum of 2 days per week to spent at the project in appropriate office space.

Contract type: 2-year Fixed Term Contract (FTC) with scope to transition to full-time, permanent post subject to a successful PDP

APPLICATION DETAILS

If you would like to apply for this role, please submit your CV and a short cover letter to hello@wildkenhill.co.uk by midday Monday 29th January 2024. The cover letter should explain why you would like the role, and what you would bring to the role.

Applications will be reviewed on a rolling basis if you are interested to submit your application earlier than the deadline.

If you are a potential applicant and have further questions at the role, please contact Harry Buscall on 07711 608 843. Harry is the project Steering Committee member overseeing this hiring process. Harry can provide interested applicants with a copy of DEFRA's Landscape Recovery handbook.