



Job Description

Access to Eden Project Manager

Access to Eden: Breaking Barriers, Building Bridges

Location: Penrith, Cumbria
Contract: 5 days a week fixed term contract to 31 March 2028
Reports to: Chief Executive
Direct reports: Access to Eden staff: Outdoor Learning Manager, Community Engagement Officer, Finance Assistant, summer placement.

Key working relationships: ERT Marketing and Communications Manager (2 days per week on the project, and manager of Access project communications assistant)
ERT finance team
ERT River Restoration manager (1 day a week on the project)
Project partners working on the delivery phase
Partnership Steering Group

Salary: £37,114 – 40,000 pa, plus contributory pension.

Purpose of job

To manage the delivery of the *Access to Eden: Breaking barriers, building bridges* project funded by The National Lottery Heritage Fund.

Background

Eden Rivers Trust (ERT) has been awarded a grant from The National Lottery Heritage Fund to deliver a £2m+ project called *Access to Eden: Breaking barriers, building bridges*.

The project vision is to break down the physical, social and cultural barriers that prevent people from accessing the natural heritage of Eden and build the bridges to give them the confidence to enjoy and help protect our blue and green spaces.

The Access to Eden Project partnership (13 partners) will do this by enhancing eight natural heritage sites in the Eden that will benefit people and wildlife by: improving accessibility on seven of those sites; working with communities to enhance wildlife

habitats on five of sites; and delivering targeted engagement programmes on all of the sites to support underserved communities in their use of them.

Additionally, seven programmes will operate within and between those sites, linking up across the whole project area. These specific programmes: for young people, about solutions to environmental problems, enabling cultural exchange, providing access information and promoting wellbeing; will provide opportunities for those same communities, wherever they are in the catchment, to explore, enjoy and care for the Eden landscape beyond their own doorstep. Together we hope to build a Community Conservation Network for the Eden.

Key Responsibilities:

Provide overall leadership, co-ordination and project management of the *Access to Eden* project, as detailed in the *Access to Eden* delivery plan. Ensure all elements of the project are delivered to high standards are on time and to budget, maximising appropriate outcomes.

People

Day to day management/line management of the *Access to Eden* project team, Including work allocation, regular support and supervision sessions, annual appraisal, performance management and personal development.

Manage the relationships with delivery partners and ensure delivery of components for which partners are responsible (three community engagement staff in three partner organisations).

Convene and manage the quarterly Partnership Steering Committee working closely with the Partnership chair, convene any sub groups/committee required for project delivery (e.g. community engagement sub group, community fund).

Ensure regular and clear communication with and between all partners.

Direct delivery

Undertake all necessary reporting to the Heritage Fund and other donors and ensure that the Heritage Fund standard grant conditions are adhered to at all times, alongside ERT policies and processes.

Manage the project evaluation process including the recruitment of an external evaluator.

Direct delivery of certain cross-partner aspects of the project, for example the Gaps and Gates Community Fund, coordinating partner-led walk/ wellbeing programme.

Oversee team members in the commissioning and managing of contractors and consultants, directly managing tender processes where necessary.

Support team members in their delivery of major events/ activity days as needed.

With the Chief Executive and team members, seek out and secure small amounts match funding for the *Access to Eden* project (£40,000 required), and where possible additional funding to add value to existing project components with additional funding as and when opportunities become available.

Finance

Manage the delivery budgets to ensure effective use, monitoring and control of financial resources. Work with the finance team to ensure accurate and timely quarterly financial reporting to the Heritage Fund.

Work with the Finance Manager in the development of the annual budget and to ensure appropriate monitoring of the project budget and cashflow alongside the organisational finances.

Communication

Work closely with the Marketing and Communications Manager and the Access Communications Assistant to maximise on delivery of promotional opportunities and to maximise engagement and participation of target audiences, provide content and ensure appropriate acknowledgment of the grant.

Maintain good working relationships with the Heritage Fund staff/mentors, donors, senior staff in partner organisations etc.

Organisational

Work closely with ERT staff to integrate the *Access to Eden* project work across ERT's other projects.

Work with the Chief Executive to identify and develop opportunities arising from the work of the *Access to Eden* project that will further the work of ERT, both during the project and beyond its life time.

Contribute to the continual improvement of ERTs policies, procedures and ways of working across the organisation.

Periodically attend Trust board meetings (early evenings) and senior management meetings and contribute to the development of board papers.

Contribute to the development of the organisation with other senior staff, through the continual improvement of ERT's policies, procedures and ways of working.

Maintain an efficient filing system.

Adhere to the Trust's policies and procedures with particular reference to Health & Safety and Safeguarding and support all team members to do the same.

Undertake other duties from time to time as reasonably requested by the Chief Executive

Person Specification

Essential

- Educated to degree level (or equivalent) in a relevant discipline.
- At least 5 years' experience in developing, managing and successfully delivering complex multi-partner community engagement schemes or projects, preferably with a natural heritage and/or environmental theme.
- At least 5 years experience of line managing staff.
- Experience of controlling and reporting on complex programme budgets.
- Innovation, strategic thinking and planning in developing community engagement programmes.
- Good problem-solving skills, a pragmatic approach, meticulous.
- Good at dealing with a variety of people, as a manager, team worker and in dealing with the general public.
- Clear and persuasive communication, both written and verbal.

Desirable

- Experience of delivering National Lottery Heritage Fund grant award schemes to their conclusion.
- Experience of operating at a senior level in engagement roles within the environment sector.
- Experience of working in the charitable sector at senior level.

- Proven fundraising experience in particular funding of large and smaller grant schemes, and of establishing and maintaining donor relations.
- Knowledge of countryside/river access and engagement challenges and opportunities.

Additional Information

The post will involve travelling around the county. A full UK driving licence is essential. Mileage expenses will be paid at 45p per mile. Some evening and weekend work will be required. We will also require the successful applicant to undergo a DBS check and provide satisfactory references.

Looking after our staff

Annual leave Full-time employees are entitled to **33 days of paid leave per year** which includes Bank Holidays and Statutory Holidays. This entitlement will increase by two days after three years' service and another one day after five years of continuous employment to a maximum of 36 days. This entitlement will be pro rata if you join/leave within the current holiday year or work part-time.

Pension Employees may join either The Rivers Trust pension scheme or the NEST pension scheme. Employees can decide to dis-enrol from the pension scheme if they choose. If you join The Rivers Trust pension scheme, you contribute a minimum of 6% (of your salary) and we contribute 9%.

Life Assurance is also included in The Rivers Trust Scheme. We pay three times your pensionable salary if you die.

Tools for the job We'll provide the essentials you'll need to carry out your role – laptop, mobile phone and personal protective equipment (PPE) plus any other equipment as necessary.

Time off in lieu You may be required to work additional hours e.g. in the evening or at weekends for which time off in lieu (TOIL) will be available. These additional hours must be agreed and approved by your manager in advance.

Mileage expenses This post will involve travelling around the county and mileage expenses will be paid at 45p per mile (private vehicle). ERT also has two vehicles that you may be able to use.

