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| GROUNDWORK  GREATER MANCHESTER | |  |  |
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|  | Natural Environment Programme Manager |  |
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| **SALARY** |
| Pay Grade C, £33,949 - £38,564  GGM operates a graded pay scheme which permits salary progression within grade subject to appropriate performance level. Our normal policy is to appoint at base of grade. |

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| **CONTRACT DETAILS** |
| Permanent contract working 36 hours 40 mins per week and based at Groundwork offices in Trafford Park / Ashton-under-Lyne.  We aim to support a healthy work-life balance. As such we operate a flexi-time system and part-time and flexible working options are available. We are happy to discuss preferred working arrangements with candidates within the parameters of the role requirements. |

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| **ACCOUNTABLE TO** |
| Strategic Lead – Urban Nature. |

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| **MANAGEMENT RESPONSIBILITIES** |
| Project leads and assistants. |

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| **OVERVIEW OF THE POST** |
| The Natural Environment Programme Manager leads and manages programmes focused on blue and green space improvements, such as river restoration, natural flood management, and biodiversity enhancement, driving both quality and growth.  Working closely with other programme managers, they ensure that delivery is focused on achieving the Groundwork GM vision, facilitate learning across programme areas, ensure consistency in programme delivery across the organisation and explore improvements to the way we work. |

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| **ROLE & MAIN PURPOSES OF THE POST** |
| **Delivery**   * Lead and manage a programme of work to engage land owners and other stakeholders in improving blue and green infrastructure and biodiversity, including: * The Irwell Catchment Partnership and it’s pipeline of projects; * Using nature-based solutions to mitigate flood risk and improve water quality; * Improving biodiversity by restoring river valley habitats and wetlands. * Ensure appropriate allocation of team and financial resources, that deliverables and quality standards are met and impact and outcome data is collected and analysed for learning and reporting. |
| **Business & Service Development**   * Lead and manage the business development plan for the programme, identifying areas for growth and opportunities to achieve it. * Manage and grow delivery partnerships and relationships to support programme development, delivery and growth. * Work closely with Groundwork UK and other Groundwork Trusts where appropriate to develop services and share learning. |
| **Financial & Resource Management**   * Produce and manage programme budgets and associated project resources available. * Develop and implement financial sustainability plans for the programme: * Preparing funding bids and proposals for medium scale projects and contributing to larger or more complex tenders and proposals;   - Collaborating with partners to develop and input to bids and proposals led by others.   * Support strategic managers with larger income generating opportunities and longer-term financial planning. |
| **People Management & Development**   * Provide line management for project leads and assistants and be accountable for their performance, development and wellbeing in the workplace. * Support the delivery of strategic workforce development plans. |
| **Internal Management**   * Embed GGM policies and procedures across programmes, champion delivery standards and ensure compliance. * Champion key business priorities such as EDI and carbon reduction, ensuring these are embedded across all programme operations. * Collate, analyse and learn from data and feedback to influence policy and action. |

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| **Person Specification** | |
| **Essential Experience**   * Substantial experience of building and managing relationships with a range of different partners. * A strong track record in project, budget and people management. * Experience of using data to develop and improve service delivery. * Substantial experience of income generation and securing funding. | **Desirable Experience**   * Business planning. * Impact reporting. * Preparing, applying and complying with various consents e.g. Environment Agency Permits |
| **Essential Knowledge, Skills and Qualifications**   * A comprehensive understanding of nature-based solutions to mitigate and adapt to the impact of climate change, including natural flood management. * Degree level qualification or equivalent professional experience in this field. * Leadership skills. * Strong influencing and motivation skills. * Ability to challenge effectively. * Ability to respond flexibly and with positivity to changing internal/external circumstances. | **Desirable Knowledge, Skills and Qualifications**   * Proficiency in GIS and spatial analysis |
| **Values and ethos:**  Demonstrates practical understanding of organisation values and can describe how these might apply to role and how they would embed these across the organisation.  Passion for the organisation and our work, including the urgent need to address climate change and biodiversity loss.  Actively seeks learning and development. | |

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| **ADDITIONAL FACTORS** |
| * Able to work outside of normal office hours within a flexi time / time off in lieu system. * Comply with the organisation’s policies and procedures including, but not exclusively, Equality, Diversity and Inclusion, Data Protection, Health and Safety, Safeguarding and Environment. * This post will be subject to a basic DBS check. * We offer a guaranteed interview to applicants with a disability and Armed Forces veterans who meet the essential criteria above. |

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| **PREPARED BY:** | Michaela Howell |
| **PREPARED ON:** | 5.4.24 |