

# Job Description

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## 1. Identification of Job

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### Job Title

New National Forests (NNF) Project Manager

### Function

Advocacy

### Responsible to

Head of Advocacy

### Responsible for

Consultants, volunteers and placements, as required

### Budgets Held

Responsible for oversight of new national forest budgets

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## 2. Overall Purpose of Job

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To provide effective project management for the three new national forests. This will include development and management of project management processes to ensure robust and centralised monitoring / reporting of KPIs and budgets to Defra and other funders. The role will support strategy and technical meetings, write briefings and reports, and liaise with specialists within the National Forest team.

Working with the Head of Land Strategy and Research, the role will also provide policy and technical support to each new national forest ensuring strategy, mapping, and delivery mechanisms are in place for successful delivery of targets. It will require extensive liaison at both senior and operational levels with the three delivery partners for each new national forest, Defra policy team and specialists in other partner bodies.

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## 3. Main Responsibilities

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### Project Management

- a) To lead on the development and management of effective project management of centralised activities for the three new national forests to ensure robust monitoring and reporting of targets, budgets and timelines, in conjunction with the Head of Advocacy and Head of Land Strategy & Research.
- b) To provide performance management and financial briefings and reports to Defra as required to meet funding requirements and compliance.
- c) To be the centralised lead for Programme Managers within each new national forest to ensure alignment with quarterly progress reporting and steering group meetings, ensuring identification of key priorities, risk and mitigations.
- d) To procure and contract manage consultancy works as required to support new national forests.

## **Technical Support**

- e) To work with the Head of Land Strategy & Research to resolve technical issues in use of funds, approvals required and movement of funds between budgets in discussion with new national forests and Defra.
- f) To research and provide briefings and policy papers to help develop innovative and new approaches to deliver key targets, including on forest creation grants delivery, land use planning, habitat management and other land use issues.
- g) To support regular discussions with Defra and new national forest partners, identifying and undertaking key actions, to ensure momentum is maintained and problems resolved.
- h) To work with the National Forest team on KPI setting and reporting as required.

## **Partner Liaison**

- i) To liaise with key external partners to secure involvement and buy-in for the new national forests work including other government departments, statutory agencies, NGOs and wider partners.
- j) To represent the NFC on external partnerships, groups, and forums, including at a senior level.
- k) To convene and arrange meetings and stakeholder events to communicate progress and issues, with support from the NNF Project Administrator.
- l) To manage and respond to queries, enquiries and proposals from partners and individuals in relation to new national forests, escalating these as required.

## **Corporate development**

- m) To oversee the NNF Project Administrator as required on delivery of the new national forests work.
- n) To work with the Head of Advocacy and Marketing & Communications Manager to develop a Communications Plan and oversee its delivery for new national forests.
- o) To support the Head of Advocacy on advocacy and funding opportunities for new national forests.
- p) To contribute to presentations and reports to internal working groups as required.
- q) To contribute to team meetings, updates and cross-team working to support the smooth running of the new national forest work and wider organisational development.
- r) To undertake other relevant duties as directed by the Head of Advocacy, Head of Land Strategy & Research or Chief Executive.

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## 4. Benefits of working with the NFC

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### Salary

This is a full time, post of 37 hours per week on a fixed term to 31 March 2031. The successful candidate will be appointed within the SEO Grade salary range of £43,500 - £48,575.

### Pension

An important part of the pay and reward package NFC offers employees is the option to join the Civil Service Pension Schemes arrangements. These arrangements offer a choice of two types of pensions:

- **Alpha:** This is a career average pension scheme (defined benefit) that has a member contribution rate ranging from 4.6% to 7.35% dependent on your salary. The current employer contribution rate is 28.97% of salary.
- **Partnership pension account:** This is a stakeholder pension with a contribution from the NFC of up to 14.5% based on your age.

### Generous Annual Leave and Bank Holiday Allowance

We offer 30 days' annual leave and 10.5 days public and privilege holidays.

### Staff Bonuses

We offer end of year performance awards to our employees.

### Place of Work

The principal place of work will be at the National Forest Company's office in the heart of the National Forest at Canopy House, Bath Yard, Moira DE12 6BA. However, we have adopted a more flexible hybrid home/office way of working, subject to the needs of the organisation. This role fits the standard blended working framework that allows for up to 40% of time working for home. Travel to the new national forest locations may be required.

### Learning and Development

Everyone at the NFC is supported to develop their skills and capabilities. All new employees joining will have a full induction to the NFC's work and our policies.

### Staff Wellbeing

We have various measures in place to assist with the wellbeing of our staff including:

- **Flexible working** – to allow for variations in your hours, or working from home, where this is compatible with business needs.
- **Cycle to Work Scheme** – typical savings on a bike can be up to 42%
- **Employee Assistance Programme** – a free and confidential 24/7 telephone advice service available to staff.
- **Discounts for gym membership**

### Time off in lieu

Due to the nature of the work some unsocial hours may be required in the evenings and weekends to ensure the effective implementation of this post. Time off in lieu is applicable for this role.

### Travel

The post-holder will often need to travel to sites over a rural location. Where the postholder has access to a vehicle for use on NFC business, mileage is reimbursed.

## 5. Person Specification

<b>Experiences and Qualifications</b>	<b>Essential (E) or Desirable (D)</b>
A relevant degree-level / professional qualification, or at least five years' work-based experience in a similar role	E
Proven experience of project managing partnership projects to deliver positive place-based or environmental outcomes	E
Experience of building productive relationships at all levels with external delivery partners and funders	E
Experience of working in a charity environment or public sector	D
A project management qualification	D
<b>Knowledge</b>	<b>Essential (E) or Desirable (D)</b>
Knowledge of land use and environmental policy and practice, including incentives and regulation	E
An understanding of the positive benefits that forest creation at a landscape-scale can deliver for nature, communities and enterprise	D
Good knowledge of ICT systems, in particular Microsoft Office suite and project management systems	E
Understanding of advocacy and funding principles	D
<b>Skills</b>	<b>Essential (E) or Desirable (D)</b>
Effective Project Management skills, including programme and financial management	E
Strong relationship management skills with stakeholders and partners	E
Excellent inter-personal, written and oral communication skills	E
Report writing skills and ability to summarise and present technical information clearly	E
<b>Personal Qualities and Behaviours</b>	<b>Essential (E) or Desirable (D)</b>
Flexible and positive outlook	E
Collaborative team player, able to work autonomously, across the organisation, and with partners	E
Enthusiasm, self-motivation and initiative	E
Commitment to environmental issues and the National Forest	E
An understanding of the importance of Equality, Diversity & Inclusion	E