

Project Manager – Job Description

Job Title: Project Manager

Department: Programmes

Reports to: Head of Programmes

Direct reports: None (Possible interns)

Hours: Full time, 35 hours per week (Mon - Fri) *Flexible and part time options will be considered*

Salary: Starting from £30,588

Contract: Fixed term for 12 months

Location: Hybrid/Oxford, UK with regular travel as required for delivery

Role purpose:

To manage projects and work with the wider Earthwatch team to deliver projects to time, budget and required mission standard.

Key deliverables:

- Manage the planning and delivery of projects in line with agreed project objectives, timelines, budgets and Earthwatch project management procedures.
- Manage key relationships with internal and external stakeholders to ensure successful project delivery including funders, landowners and community organisations.
- Create and feed into detailed project delivery plans, and associated processes to enable integrated delivery with internal and external project partners.
- Manage budgets, contracting and payment processes in line with Earthwatch financial processes.
- Oversee project risk management, compiling documentation in line with Earthwatch processes. Work with internal and external stakeholders to monitor and mitigate risk.
- Be part of the core delivery team visiting project locations for planting, science and engagement activities across the UK, engaging with local communities and schools.
- Coordinate across teams to achieve success, assigning tasks and responsibilities, overcoming challenges, promoting good communication within the team and with key stakeholders.
- Work with the project and communications teams to ensure compelling communications for external audiences. Ability to be interviewed and effectively communicate about Earthwatch.
- Ongoing quality control, status reporting and tracking of milestones and deliverables, and completion of reports according to agreed monitoring frameworks with partners.
- Supporting other organisational priorities as required, with focus in the Cities Programme.

Personal Specification:

Essential

- Experience in managing projects and programmes through the whole project cycle.
- Personal enthusiasm for engaging people and organisations to build the knowledge and action required to address key environmental issues.
- Strong interpersonal skills; ability to develop and manage productive relationships with colleagues, including working with virtual teams across regions.
- Excellent relationship management skills and track record of effective partnership management, delivering a consistent high level of customer care and responsiveness.
- Confident and professional individual who can represent Earthwatch at events and engage with a range of audiences. Willingness to regularly travel to project locations for delivery.
- Excellent verbal and written communication skills and highly computer literate, in particular in MS office packages.
- Proven ability to manage competing requirements, delegate appropriately, deliver on time, manage uncertainty and risk and move projects forward effectively.
- Flexible, self-motivated and goal-oriented with a clear, methodical and structured approach to work.
- Commitment to the mission and values of Earthwatch; an interest in environmental issues and solutions.
- Relevant degree, or equivalent professional experience working in an environmental science, conservation, natural resources or business sustainability context.

Desirable

- Experience of working with local authorities or on capital works projects.
- Clean driving licence and ability to drive to project locations.
- Project management qualification.

Earthwatch is an equal opportunity employer. We believe that everyone has a contribution to make, regardless of visible and invisible differences. We welcome and encourage individuals from diverse backgrounds to apply, and we will consider all applications fairly and consistently.

We are committed to creating a diverse and inclusive working environment - a place where individuality is embraced and everyone has the opportunity to thrive. We value the benefits that different backgrounds, working approaches and ways of thinking can bring.

The nature of the role will require travel to UK-based delivery locations, and the postholder will be expected to be flexible and able to meet this requirement.