Job Description: Project Manager

Ref: RDI01

Introduction

The post will be responsible for managing an innovative industry-led partnership project developing forestry skills. Funded by the UK Commission for Employment and Skills (UKCES), the project’s primary focus is to establish a multi-faceted learning network and support the professional development of the forestry sector’s workforce.

The project is supported by a broad partnership of industry employers and representative organisations. Overseen by a Steering Group comprised of representatives from partner organisations and chaired by UPM Tilhill, the project is being managed by Rural Development Initiatives (RDI) and overseen by the Institute of Chartered Foresters (ICF), the Royal Chartered body for foresters and arboriculturalists in the UK.

Further information on the Institute of Chartered Foresters and UPM Tilhill can be found on their respective websites.

Formed in 2005 as a not-for-profit company limited by guarantee, RDI works at the forefront of sustainable rural development across the UK and in other parts of the EU, in partnership with and under contract to local, regional and national public, private and charitable bodies. RDI delivers a range of training, business development and research projects, details of which can be found at www.ruraldevelopment.org.uk

Job Purpose

To develop and manage a professional learning network which will focus on developing skills that foster innovation, leadership and management, cross-supply chain collaboration and opportunity mapping for the forestry sector.

Job Description

1. To develop, co-ordinate and deliver a diverse portfolio of projects in order to establish a professional learning network

2. Working with the Board of Directors of RDI and the project Steering Group, to assist with the identification of the professional development needs of the forestry sector

3. To develop and manage a programme of professional development-related training, events, study tours and online learning resources

4. To liaise with external agencies and organisations for the purposes of the promoting, developing and implementing the project

5. To provide secretariat services for the Steering Group

6. Operate suitable monitoring and evaluation systems to ensure the project meets the milestones and outputs as stated in the project implementation plan

7. To comply with and maintain administrative systems and procedures and ensure accurate financial management in line with RDI Project Management systems

8. Any other duties commensurate with the level of the post and agreed with your line manager
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Line Management

The Project Manager will be responsible to the Board of Directors of RDI acting on behalf of the Steering Group and the ICF.

Person Specification

The successful candidate is likely to have proven interest, qualifications and/or considerable experience of one of the following areas: education and training, professional development, leadership and management, fostering innovation.

In addition, the successful candidate will be able to demonstrate:

- An understanding of the issues and challenges facing forestry businesses and professionals in England
- An understanding of the role that professional development plays in business growth and innovation
- Experience of developing training courses, events and on-line learning resources
- An ability to quickly build positive relationships with project funders, partners and beneficiaries
- Considerable experience of managing partnership projects

Essential Criteria

- Graduate or post graduate qualifications in relevant subject area A minimum of three years related work experience
- Excellent communication, presentation and inter-personal skills
- A pro-active, problem-solving attitude and excellent organisational skills
- The ability to prioritise work and to perform to tight deadlines
- First rate IT skills, particularly in the MS suite of office software
- A full valid driving licence

Desirable Criteria

- Experience of working in forestry, land management or a related discipline
- Experience of working in a hands-on role with rural businesses and individuals
- Experience of the use of social media in a business and project management setting

Benefits

- Salary Range: £23,500 to £39,000
- Contributory pension scheme
- Group life insurance cover

Conditions

- Permanent contract – subject to successful completion of a 6 month probationary period. Secondment from a relevant employer may also be considered.
- Full Time, 37 hours per week
- 20 days annual leave (rising 1 day per year to 25 after 5 years service) plus 8 days Public Holiday
- Mileage allowance paid on business trips @ 40p/mile for the first 10,000 miles; 25p/mile thereafter
- TOIL (time off in lieu) system to enable flexible working
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Location

Ideally the post-holder will be based in the Institute of Chartered Foresters office in Brunswick Square, central Bristol however other locations could be considered. The office is situated about a 15 minute walk from Bristol Temple Mead station, or alternatively there is parking available within the NCP car park attached to the Cabot Circus Shopping development (at the bottom of the M32) which is a 5 minute walk to the office. The office is part of a shared building hosting other environmental and social businesses.

Application Procedure

Carefully read the job description and person specification and consider how your skills and experience would enable you to undertake the role described. Make sure you address each aspect of the person specification in your application.

Once you have done this, send your completed CV (maximum 2 sides A4) and a brief covering letter (maximum 2 sides of A4) and e-mail only to will.richardson@ruraldevelopment.org.uk - put your surname, initials, job title and reference number e.g. ‘Smith, J – Project Manager RDI01’ in the ‘Subject’ box. Please include a telephone number where you can be contacted if you are selected for interview.

All applications must be received by 5.00pm on Monday 5 January 2015. Applications received after this time will not be considered. Interviews will be held in Bristol on Tuesday 13 January 2015.
