

PROJECTS AND RELATIONSHIPS MANAGER

Are you a highly skilled project manager who can both deliver projects and support others to do so in an exemplary way? The John Muir Trust is looking to strengthen its team at an exciting time of organisational growth and development.

The John Muir Trust is recruiting a Projects and Relationships Manager to help develop a new programme and project-based delivery model, deliver key projects and create the conditions for the Trust to effectively manage relationships, including priority partnerships and external contractors.

This is a unique opportunity to join the Trust's development and communications team as it looks to guide and upskill the organisation through transformational change. The successful candidate will be a key contributor in establishing future ways of working within the Trust at a time when it is implementing a bold and ambitious new Strategic plan – to create a world where wild places are valued for present and future generations.

The role reports directly to the Head of Development and Communications, will work closely with colleagues across the organisation, recruit and manage external contractors, line manage a small team and take a lead on key organisation-wide initiatives. In applying you will be able to demonstrate substantial project management, line management and relationship management experience and evidence a track record in delivering change and outcomes.

The John Muir Trust is committed to working together to promote a more inclusive environment and they need a diverse team to realise this. Applicants for this role are welcome from all walks of life with diverse backgrounds, cultures, perspectives, and experiences to support our work on behalf of wild places.

MAIN RESPONSIBILITIES

Project management

- Develop a learning environment and framework that supports continuous improvement and skills development across the organisation in the area of programme and project management.
- Lead and manage teams and external contractors in the successful delivery of key projects including during 2022:
 - interpretation and infrastructure
 - the Trust's AGM
 - youth engagement
 - volunteering.
- Set standards for effective and proportionate project management and put in place tools for the rigorous evaluation of project effectiveness at the Trust.
- Support the Trust's executive team and programme board in project scoping, project team recruitment, resource and budget planning, and running, monitoring and reporting on the outcome of programmes and projects.

Relationship management

- Put in place the framework, tools and resources for a partnership programme for the organisation establishing clear priorities and targets in support of the Trust's strategic objectives.
- Standardise and roll-out partnership contracts and agreements.

- Put in place a system to monitor and evaluate the performance of partnerships against the Trust's charitable objectives.
- Ensure partnerships activity across the Trust is within budget.

Staff management

Line management of a small team, including:

- Agreeing objectives and work plans.
- Managing workload and performance through regular one-to-one line management discussions.
- Plan and implement personal development programme for team members in all relevant skills.
- Undertake annual performance reviews.

PERSON SPECIFICATION

Essential experience

- At least three years' experience in a similar role.
- Demonstrable track record of developing and implementing project plans.
- Successful, significant and relevant achievement at similar level in a comparable organisation.
- Experience of utilising the strength of an organisation brand for charity/business development.
- Proven ability to build, manage and develop key stakeholder relationships.
- Experience of developing and implementing project plans.
- Proven track record in project management that has directly resulted in increased income for an organisation.
- Effective dissemination of information to large and diverse groups.

Essential skills and knowledge

- Demonstrable ability to evaluate the type of initiatives and programmes within the scope of the post and initiate, develop and deliver new initiatives that build on their successes.
- Evidence of previous work with analytical experts and external contractors to achieve outcomes – with the ability to link evidence-based thinking to ways of working, including when to innovate.
- Understands and has experience of managing organisational risk and reputation against key projects and or relationships.
- Can communicate clearly and promotes collaborative working, and is able to respond creatively to tough challenges and manage uncertainty in projects.

Essential aptitude

- Can evidence personal resilience and supporting others to be resilient in implementing change and delivering projects.
- Highly self-motivated and able to work autonomously, take initiative and make decisions.
- Commitment to the Trust's core values and strategic direction.
- Ability to work flexible hours.
- Energy, enthusiasm and flair to work hard and achieve ambitious targets.

Qualifications

- Educated to degree level or equivalent.
- Qualifications and or significant evidence of continued professional development relevant to the role purpose and level.

TERMS AND CONDITIONS

Salary:	£39,000
Location:	Subject to discussion
Probationary period:	3 months
Line Manager:	Head of Development & Communications
Pension:	5% contribution to group auto-enrolment scheme
Holidays:	34 days per year plus 2 'wild days'
Hours:	35 hours per week (flexible working applies)

John Muir Trust standard terms and conditions of employment apply