###

**Transforming the Thames**

**Partnership Project Manager**

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| **Job level** | **Level 4 - Professional Level 2.**  | **Reports to** | **Seascape Programme Manager** |
| **Directorate** | **Conservation Programmes** | **Function** |  |
| **Contract**  | **Fixed Term contract** **4.5 years** | **Location** | **Hybrid** |

**Responsibility for resources**

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| **Direct line reports** | **Staff (1-3)** | **Responsibility for other resources** | **Equipment, Data, H&S** |
| **Financial resources** | **Budget responsibility** |

**Our vision and mission**

The Zoological Society of London (ZSL) is an international conservation charity, driven by science, working to restore wildlife in the UK and around the world. Our vision is a world where wildlife thrives and every role, every person in every corner of ZSL has one thing in common – we are all conservationists, and passionate about restoring wildlife.

**Purpose of the role**

The purpose of this role is the management and delivery of a partnership-run seascape-scale habitat restoration project, Transforming the Thames.

Transforming the Thames is a multi-habitat coastal restoration project with the ambition to recover the Greater Thames Estuary so that it is once more resilient, connected and thriving (more information can be found [here](https://storymaps.arcgis.com/stories/88a3acddbc9442bb9ef3133cb298c015)). The project has been co created by a Partnership of ~20 organisations. Funding ($5million) has been granted for the first 4.5-years of delivery. This project directly contributes to achieve the objective of habitat restoration in the ZSL 200 strategy

This is an exciting opportunity for an ambitious and dynamic individual to be involved in the first phase of delivery of a seascape coastal habitat plan. The post holder will work closely and communicate with the project steering group, delivery partners, Science Lead and ZSL Coastal Habitat Recovery Team to ensure smooth running of the project. This role will manage a large and complex budget, have up to three direct reports and be responsible for managing an ambitious and full work schedule which will include commissioning small bodies of work with external organisations.

**Key responsibilities**

* Responsible for oversight of the project deliverables, keeping the project and partners to task, within budget and timelines.
* Liaise with project partners, fostering good relationships and work with them to continue seascape planning for subsequent phases of the project.
* Actively promote and communicate about the project and its objectives to a range of audiences including project partners, stakeholders, local community groups and scientific conferences.
* Responsible for developing communications plan with the ZSL Communications team, including press releases, social media and video production.
* Responsible for ensuring the project complies with relevant environmental laws, regulations, and best practices.
* Lead on the delivery of technical reports, donor report and others.
* Manage a large and complex budget ($5 million) and liaison with project funders.
* Provide guidance and support for up to three direct reports to achieve project goals.
* Continue to develop the project objectives through the lifetime of the grant to provide continuity and longevity once this grant has completed.
* Although funding has been granted, this role will be responsible for writing and pursuing further grant/other funding opportunities to scale up the ambitions of this project further where appropriate.
* Work closely with ZSL legal team to manage contracts and agreements with delivery partners and external contributors.
* Organise and host a practitioner network, knowledge exchanges and field visits.
* Organise, host and present at partnership and external meetings.

The duties and responsibilities described are not a comprehensive list and additional tasks

may be assigned from time to time that are in line with the level of the role.

**Values and behaviours for people management**

* **Collaborative:** creates an engaging environment where people feel comfortable asking for help or support
* **Ethical:** creates a culture which ensures everyone is treated fairly with dignity and respect
* **Impactful:** delivers results on time and to the agreed standards
* **Inclusive:** makes decisions that promote transparency and inclusion
* **Innovative:** is forward thinking and able to see the broader picture when planning and organising work

**Person Specification**

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| Experience |

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| Essential | * Previous experience in managing and delivering large, complex projects
* Proven experience in managing large budgets
* Experience working with partnership and stakeholders, sometimes with conflicting views.
* Experience of developing and pursuing grant/other funding for medium - sized projects
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| Desirable  | * Educated to MSc degree level in marine conservation, social science, environmental science or related subject area, or equivalent qualification, or demonstrate such a level of equivalent qualifications and experience through relevant practical work experience.
* Experience of communicating project outcomes to a variety of audiences and platforms ranging from social media to scientific conferences and community groups.
* Experience of working in estuarine environments.
* Experience in managing and fostering direct reports.
* Experience of liaising with funders both through writing up reports and direct communication.
* Experience of working with policy makers and industry.
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| Knowledge and skills |

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| Essential | * Energy and enthusiasm to deliver the objectives of the project whilst developing new opportunities and collaborations for the future.
* Advanced skills in using MS office packages, specifically Excel and PowerPoint or equivalent software packages will be acceptable.
* Familiarity with managing competing priorities and delegate effectively.
* Knowledge of coastal habitat restoration techniques.
* Knowledge of seascape theory.
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| Desirable | * Skills in Geographic Information Systems (such as QGIS).
* Able to demonstrate high accuracy and attention to detail with reference to written communications.
* Knowledge of licencing and permitting requirements in UK coastal waters.
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| Additional requirements |

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| Essential | * This post is a blended role for office (London Zoo) and home working; some travel to fieldwork sites and meetings will be required.
* This post requires occasional work during evenings and/or and weekends
* A full driving license is required for this role.
* Strong commitment to creating a culture that lives ZSL values and commitment to safeguarding, equality and diversity (collaborative, inspiring, inclusive, innovative, impactful and ethical)
* To comply with and promote Health and Safety policies and procedures
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