

Job and person specification: Hedgerow Heroes Project Manager

Fixed term contract for 12 months.

Closing date for applications: 5pm on Saturday 22nd July 2023.

Part of the national CPRE network, CPRE Staffordshire is a local charity that campaigns to protect and promote Staffordshire's countryside and green spaces. Having successfully bid for funding from Phase 3 of national CPRE's Hedgerow Heroes project, we now have ambitious plans to plant 4km of hedgerow at different sites around Staffordshire in 2023-2024.

We are now seeking to recruit a part-time freelance Project Manager to oversee the delivery of this project.

DUTIES AND RESPONSIBILITIES

- Overseeing delivery of the project in collaboration with the Office and Publicity Manager and the Chairman and trustees of CPRE Staffordshire
- Identification of suitable planting sites
- Liaison with farmers, landowners, community groups and other organisations
- Procurement of trees, tree guards and tools
- Recruiting, coordinating, safeguarding and supervising volunteers
- Organising planting events and carrying out risk assessments
- Financial reporting to specified timescales
- Providing updates on the project to national CPRE
- Any other duties as may be reasonably required

PERSON SPECIFICATION

- Some experience of project management
- Excellent written and verbal communication skills
- Basic IT skills, including Word, Excel, and PowerPoint
- Ability to establish strong working relationships with a variety of stakeholders
- Ability to work effectively as part of a team and also independently
- A high level of organisation and attention to detail
- An interest in hedgerows and the countryside

Hours of work: Approximately 8-12 hours per week depending on the stage of the project. Working hours are flexible. Some weekend working will be required during the planting season.

Place of work: The successful candidate will have the opportunity to work either in CPRE Staffordshire's office in Eastgate House in Stafford town centre, and/or at home.

Salary: £10.42 per hour. Candidates will need to work on a self-employed basis and will be responsible for submitting their own tax return.

For more information about CPRE Staffordshire and the national CPRE charity, please visit the following websites:

<https://www.cprestaffordshire.org.uk/>

<https://www.cpre.org.uk/>

After reviewing this information, if you have any questions about the role or would like to discuss it further, please contact:

Name: Sarah Burgess, Office and Publicity Manager, CPRE Staffordshire

Email: protect@cprestaffordshire.org.uk

If you would like to apply for this post, please send a CV and a short covering letter to protect@cprestaffordshire.org.uk by 5pm on Thursday 22nd July 2023. Interview date to be confirmed and can be arranged to suit the applicant.