

## Project Manager

- Reports to:** Head of Restoring Rivers and Catchments
- Responsible for:** A portfolio of projects
- Location:** Hybrid working, predominantly at home, with a minimum of two days per month in the office based in Leatherhead. Limited travel across the SERT region.
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### The role

Working in the Restoring Rivers & Catchments (RRC) Team, you will be responsible for the oversight and delivery of a portfolio of environmental projects. These cover our larger projects (typical budgets £300K - £1M) where we are working with key stakeholders, typically water companies on Water Industry National Environment Program (WINEP) projects. Projects may include weir removals/fish passage easements, river restoration, habitat creation, floodplain reconnection and water quality interventions.

The role requires you being the lynchpin in ensuring that the projects are delivered on time, budget and to a high standard. This will be achieved through managing partnership relationships and working in close collaboration with each of the SERT project leads and members of the project teams to ensure the efficient and smooth running of the projects. This will include oversight of budgets, project programme, quality assurance and reporting to stakeholders and regulators. This role focuses on collaborative working, currently with no direct line management responsibilities.

### Key duties and responsibilities

#### 1. Key responsibilities

- Develop and maintain positive working relationships with key clients/funders, partners and stakeholders at various levels; including water companies, the Environment Agency, consultants, local authorities and partnerships.
- Be responsible for the performance and overall outcome of the projects, including financial, risk, programme, quality and reporting.
- Collaborate closely with project leads. and other SERT teams to ensure the adequate provision of resource is in place to enable the Team to deliver projects efficiently, to time and on budget.
- Collate evidence to demonstrate to regulators that governance of the schemes has been met.
- Coordinate meetings and ensure accurate minutes are recorded.

- Produce regular summary reports for the Leadership Team assessing the status of projects, particularly to highlight issues and to assess risk.
- Financial reporting as required to SERT Finance Manager.
- Guidance and mentoring to colleagues within the SERT RRC team with general Project Management support.
- Maintain good working relationships with key clients/funders, partners and stakeholders at various levels; including the Environment Agency, water companies, local authorities, partnerships, community groups and subcontractors.

## 2. Key Competencies

- Project Management Expertise: Deep knowledge of project management methodologies (e.g., PRINCE2, PMP, Waterfall) and best practices.
- Communication and Facilitation: Exceptional written and verbal communication skills, with the ability to translate technical concepts for diverse audiences and inspire engagement at all levels.
- Collaboration: Strong interpersonal skills, able to build relationships and work collaboratively across disciplines and hierarchies.
- Systems Thinking: Ability to see the big picture, connect interdependent elements, and anticipate the ripple effects of change.
- Analytical Mindset: Proficient in leveraging data to drive decisions, track progress, and identify opportunities for process improvement.
- Any further duties where appropriate and consistent with the role's levels of responsibility, competence and risk profile.
- Line manage team members as appropriate.
- Knowledge of the key steps in delivering environmental improvement projects.

## Person Specification

Requirements		
Training & Experience	Essential	Desirable
Proven demonstrable experience working in Project Management	✓	
Strong proven track record of managing projects of varying complexity and budgets.	✓	
Experience of using project management software (e.g. MS Project)	✓	
Able to initiate, plan and manage new projects or significant new activities.	✓	
Experience supporting and developing colleagues in project management.		✓
Experience of working with water companies, ideally with a focus on WINEPs schemes		✓

<b>Knowledge &amp; Understanding</b>	<b>Essential</b>	<b>Desirable</b>
Excellent understanding of the theory of Project Management and its application to projects.	✓	
Good understanding of the drivers and needs of a range of stakeholders, especially that of water companies and the public sector.		✓
Good understanding of the issues and challenges facing rivers.		✓
Good understanding of Health & Safety considerations, specifically CDM regulations.		✓
<b>Skills &amp; Personal Attributes</b>	<b>Essential</b>	<b>Desirable</b>
Proficient IT skills, particularly MS Office/Excel/MS365.	✓	
Excellent organisational skills; able to work under pressure to tight deadlines; able to delegate and oversee tasks to other team members	✓	
Strong interpersonal skills able to work collaborative with a range of stakeholders to keep projects on track.	✓	
Excellent communication skills for both internal and external audiences.	✓	
Strong strategic thinking, problem solving, planning skills and to remain calm and considered under pressure.	✓	
Ability to lead and facilitate meetings with both internal staff and external stakeholders.	✓	
A self-starter, able to work to a common goal unsupervised.	✓	
Genuine enthusiasm and passion for delivering healthy river ecosystems.		✓
Able to persuade and influence in order to ensure the Trusts visions and values are upheld.		✓
<b>Miscellaneous</b>	<b>Essential</b>	<b>Desirable</b>
Commitment to equality of opportunity	✓	
Suitable, safe home working environment	✓	
Any further duties as required	✓	
Ability to work very occasional evenings and weekends if required	✓	
Full driving licence and vehicle which can be used for work purposes, and happy to drive a van.		✓