Aire Rivers Trust

Connecting People. Places. Nature.

Role Profile - Head of Projects Grade 5

What you'll be responsible for

The Head of Projects will lead our project management function, with responsibility for how projects are developed, managed and delivered across the organisation. You will lead and develop a dedicated project team, support and improve our approach to project management and provide the leadership and judgement needed to help our work succeed. You will make sure our projects are developed and managed to deliver the outcomes and benefits they were created to achieve. You will be part of our leadership team, along with our Chief Executive and Programme Manager (Aire Wetlands Project).

What you'll deliver

Leading the Trust's project management function, you will oversee our project portfolio and delivery through the full project lifecycle, developing opportunities into well-defined, deliverable projects and helping to prioritise them against our strategy, priorities and capacity. You will own project reporting, tracking and portfolio risk oversight, keeping outcomes, benefits and impact at the centre of delivery, while managing project and programme budgets, contracts and delivery arrangements, and leading on project health and safety, site risk and CDM compliance. You will lead a diverse team and support their ongoing training and development from recruitment and induction, to ongoing objectives and robust learning plans. Working across teams, you will bring the right expertise into project development and delivery, build strong relationships with partners, stakeholders and delivery specialists, and represent the Trust confidently on project progress, issues and delivery. You will support funding and income generation for project development and delivery, and lead, support and develop our project professionals. Beyond our projects you will contribute to joined-up decisions, collective leadership and forward planning, undertake development and training in line with organisational needs, and participate in other activities as reasonably required.

Our Values

- **Working Together**
- **Principled**
- **Thinking long-term**
- **Passion**
- **Safety**
- **Trust**

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Scale and scope

Reports to: Chief Executive
Financial responsibility: Oversee a number of project budgets, staff resourcing and long-term resource planning.
Line management: Project Managers and Catchment Partnership Manager
Area of impact: Strategic impact on the organisation, leading on projects and delivery.
Nature of impact: Project leadership and coordination, supporting habitat restoration, biodiversity, climate resilience and benefits for people, alongside consistent project delivery and financial accountability.
Internal / external relationships: Internally, all staff and trustees. Close relationships with leadership team and your direct reports. Externally, project partners, wider partners as part of the Aire Catchment Network. Local media and government. Project funders.

Knowledge, skills and experience

Essential
Managing a portfolio of projects through the full project lifecycle
Developing opportunities into well-defined, deliverable projects
Leading and developing project professionals and managing team performance
Delivering complex projects particulalry in the environmental sector
Project management, governance, assurance, risk and portfolio management
Benefits management, evaluation and measuring project success and impact
Project budgets, contracts, procurement and resource planning
Strong planning and analytical skills, able to turn complex requirements into deliverable projects
Leadership; developing people, strengthening capability and setting high professional standards
Strong collaboration and influencing skills across teams, partners and stakeholders
Curious and forward-looking, with a strong commitment to learning and improvement
Excellent communication skills, including confident reporting on progress, risk and delivery

Desirable
Health and safety, site risk and Construction Design and Management requirements
River restoration, habitat creation, natural flood management and catchment processes
Relevant project management qualification or professional affiliation
Coaching, influencing and mentoring

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Job Description - Head of Projects

The Head of Projects is a new role to reflect our growth and will be a key member of the Leadership Team supporting our project processes and staff. We have a team of dedicated people who are great at on the ground delivery and we are lucky to have secured some funding to help us support better systems, processes and planning.

The role will initially be looking at our current projects and ensuring governance, reporting and evaluation is embedded. You will also be working with staff to look at future resourcing and planning.
We have c£250k to spend to improve river quality around Wyke Beck, Leeds and this will be the priority for project development, working with partners who are already active in the area.
We are looking for someone who has experience of managing several projects at once and can prioritise their workload. A project management qualification is desirable but practical experience and the ability to think creatively and problem solve is more important.

We can support with relevant training in project management and health and safety, as well as any other areas that may be relevant to the role.

About us - The Aire Rivers Trust

Working for us

The Aire Rivers Trust is a small charity of dedicated and friendly people who want to improve our River Aire and its catchment. We are part of a national network of Rivers Trusts, each of which works to improve their river for people, wildlife and the environment. We believe in connecting people, places and nature.

Our vision for the River Aire is that it will be a thriving river valued for its environmental, social and economic benefits, and which is actively appreciated by the community for its diverse ecology and contribution to flood risk management.

The work we do is both important and very varied. A typical week can include anything from building fish passes to supporting local volunteers, clearing litter from the riverbanks or working with schools to educate future generations about the importance of looking after their river.

What we offer

Salary: £45,000 per annum
Contract: Full-time, permanent
Hours: 37 hours a week, with occasional evening or weekend work required for events. We do not pay overtime and so any out of hours working will be compensated by Time off in Lieu.
Travel: Some travel within the Aire catchment area for meetings and stakeholder engagement. You will need your own car and a full driving licence.
Location: The role will be based at our offices in Greengates, Bradford

Benefits

- 25 days annual leave, plus bank holidays with increases linked to length of service
- Enhanced Pension Scheme (matching your contribution up to 9%)
- Hybrid working
- Enhanced sick pay offer:
  - After 3 months probation; the first year of service, 20 days full pay and 20 days half pay
  - During and after the second year of service, 40 days full pay and 40 days half pay