

Urban Green Newcastle

Job Title: Parks Estate Manager

Salary: £35,000 per annum

Responsible To: Director of Parks and Allotments

Responsible For: Ranger Team Leaders, with additional responsibility for large projects and budget management.

Job Purpose:

The Estate Manager plays a key role in ensuring that Urban Green Newcastle delivers exceptional and welcoming green spaces for people and wildlife across the city. As an inspiring leader, the Parks Estate Manager encourages the ranger service to deliver excellent conservation work and outstanding engagement within an open, inclusive and forward-looking culture. Turning strategy into performance, the Parks Estate Manager establishes effective maintenance, monitoring and budgetary controls, and oversees the delivery of a wide range of projects. Within a culture of continuous learning and innovation, the Parks Estate Manager encourages personal development, and as a champion for widening engagement will support the involvement of volunteers and groups. While the role will principally be focused on the parks, from time to time some input into the allotments may be necessary.

Principal Duties and Responsibilities:

The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

- Lead and inspire the ranger service, developing motivated teams and an inclusive work environment delivering excellent conservation, grounds maintenance and engagement work across the Urban Green estate.
- Lead on the production, implementation and review of management plans for the estate (including parks and woodland management plans), monitoring performance, exploring new opportunities, and identifying the resources needed for delivery.
- Establish and maintain the highest standards of presentation and care across the Urban Green estate, constantly striving to exceed expectations with our asset management, and helping people feel connected and committed to our green spaces.
- Seek new ways of interpreting the parks estate, providing strategic input into options for engagement, and offering opportunities for rich and fulfilling volunteering experiences.

- Create and maintain a culture of compliance with statutory regulations and organisational requirements, including health and safety, sound environmental practices, and emergency policies and procedures.
- Develop positive and effective partnerships at a strategic level, seeking new and innovative ways of delivering an exceptional service, while taking account of professional advice and services through effective communication and liaison with the relevant stakeholders and specialists.
- Manage (as necessary) large scale projects and contractual work to deliver new development, repairs and maintenance across the estate.
- Ensure optimum use of resources in line with our charitable objectives and approved plans, controlling and monitoring budgets, exploring new income streams, achieving financial targets, and reporting regularly on performance, targets and indicators.
- Seek creative solutions for funding and delivering Urban Green Newcastle activities, including coordinating bids, grant or accreditation applications, and ensuring that the required evaluation is undertaken.
- Establish sound sustainability principles across the estate, seeking to minimise carbon emissions, enhance biodiversity and conserve the historic environment.
- Actively promote Urban Green Newcastle, and reflect the passion and commitment required to build a new organisation that is striving to be the best in all we do.

Person Specification

Job Title: Parks Estate Manager

Category	Essential	Desirable
Skills, Knowledge and Aptitudes	<ul style="list-style-type: none"> • Strong leadership and management skills. • Sound knowledge of financial and business management and practices. • Evidence of ability to identify and implement transformational change. • Strong networking and stakeholder management skills. • Excellent written and verbal communication skills, able to engage confidently with diverse groups of people, including Trustees. • Knowledge of Health and Safety compliance requirements and experience of managing operational risk, including how to assess and manage risk effectively. 	<ul style="list-style-type: none"> • Experience in relevant land, conservation and access management in a customer-facing environment. • Experience of managing volunteers and understanding of support mechanisms required to provide rich and fulfilling opportunities.
Qualifications and Training	<ul style="list-style-type: none"> • Appropriate qualifications (Level 6 or above), or equivalent level of vocational experience 	<ul style="list-style-type: none"> • Evidence of continuing professional development and expert knowledge in relevant professional area
Experience	<ul style="list-style-type: none"> • Previous leadership experience, including setting strategic direction, work programming and coaching. 	<ul style="list-style-type: none"> • Experience of planning and delivering inspirational engagement activities • Experience of income generation, including

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	<ul style="list-style-type: none"> • Experience of monitoring performance against strategic and operational plans • Proven track record of managing budgets, finances, projects and contracts. 	<ul style="list-style-type: none"> identifying new opportunities, and submitting and monitoring funding bids • Project management skills and experience
Disposition	<ul style="list-style-type: none"> • Excellent people skills, able to develop strong relationships across your team and externally • Commitment to delivering the highest quality customer service standards • Commitment to delivering exceptional risk management, to keep public, staff, volunteers and contractors safe • Good resilience. 	<ul style="list-style-type: none"> • Commitment to achieving value for money, spending wisely and to agreed sustainability standards • Demonstration of continued desire to both learn and share learning, and develop new skills
Special Requirements	<ul style="list-style-type: none"> • Ability to undertake any other duties to support the operations of the organisation as and when required. • Ability to work evenings and weekends as and when required 	<ul style="list-style-type: none"> • Ability to use digital media (and other marketing channels) effectively