

## **BEELINES NORTH EAST: Project Manager Job Description and Person Specification**

### **About the Beelines North East Project**

Beelines North East is an 18-month partnership project between Urban Green Newcastle and Northumberland Wildlife Trust. The aim is to 'bring the buzz back' to the city and its surroundings. Working with the Buglife B-lines initiative and other key partners, the project will develop a network of nectar-rich habitats across Newcastle, North Tyneside and SE Northumberland. Sites will include public parks, hospital grounds and the landscape sculpture of Northumberlandia.

The project will deliver the following key aims.

#### **Improve nature conservation and restoration by**

- Creating 18ha grassland, 6 wetland scrapes, 750sqm borders, and planting 25,000 bulbs and 2,500 trees.
- Improving priority habitats and species across designated sites.
- Providing benefits for 'Every Site, Every Season', along with eight 'exemplar' sites to show the potential within varied public open space.

#### **Create nature-based solutions for climate change by**

- Reducing mowing to improve species diversity and avoid soil compaction.
- Sequestering carbon through tree and hedgerow planting and improved woodland management.
- Improving natural flood resilience through reducing run-off and enhancing wetland margins.

#### **Connect people with nature by**

- Creating multi-sensory experiences from nectar-rich habitats, including within hospital gardens and through self-led mindfulness 'bee walks'.
- Offering immersive activities to re-connect at least 3,530 people with nature, particularly from disadvantaged communities.
- Increasing volunteer opportunities to participate in a variety of activities, including practical conservation tasks as well as monitoring through, for example, citizen science.

Eleven young people will also be trained through the Government's Kickstart programme and the partnership between Urban Green Newcastle and The Skill Mill (a social enterprise providing employment opportunities for young ex-offenders).

## About the Partnership

The principle partners in the project are Urban Green Newcastle and Northumberland Wildlife Trust, who have clear roles and complementary skills. A number of other organisations are involved with the project, including Buglife, Groundwork NE and Cumbria, Northumbria University, Newcastle University, and a number of landowners.

Urban Green Newcastle (UGN) was created in 2019 as an independent charity, responsible for the management, maintenance, restoration, development, and protection of 33 parks and over 60 allotment sites across Newcastle upon Tyne. One of the first organisations of its kind in the country, it represents a novel approach to securing the future of green spaces previously managed by a local authority. Its vision is for more people to enjoy and benefit from beautiful and vibrant open spaces, which are safe, welcoming and provide a great environment for wildlife and people. See <https://urbangreennewcastle.org/> to find out more.

Northumberland Wildlife Trust (NWT) was founded in 1971 to protect wildlife and promote nature conservation within Newcastle, North Tyneside and Northumberland. It is a non-government funded charity, supported by membership, donations, local businesses and charitable trust grants. It is part of the national movement of Wildlife Trusts, dedicated to conserving the full range of the UK's habitats and species. See [www.nwt.org.uk](http://www.nwt.org.uk) to find out more.

The lead partner in the project is UGN, who will appoint the Project Manager, Community Education Officer, Community Gardener and Ranger. UGN will co-ordinate the partnership, act as lead contact for NHLF, and manage the finances.

UGN is responsible for 33 of the 48 sites to be improved as part of the project, including four of the exemplar sites. These are all public parks within the city of Newcastle. UGN will also lead on the relationship with partners to deliver evaluation, survey and monitoring, and green finance options going forwards.

NWT will work with key partners to deliver projects on 15 sites, owned by The Land Trust, Newcastle NHS Trust, North Tyneside Council and Northumberland County Council. These will include four exemplar sites. NWT will also lead on the ecological survey and advice for all sites across the project, and will appoint the Project Assistant and Conservation Assistant.

This project is funded by the Government's Green Recovery Challenge Fund. The fund was developed by Defra and its Arm's-Length Bodies. It is being delivered by The National Lottery Heritage Fund in partnership with Natural England, the Environment Agency and Forestry Commission.

## Green Recovery Challenge Fund



Department  
for Environment  
Food & Rural Affairs

The  
National Lottery  
Heritage Fund



Environment  
Agency



**BEELINES NORTH EAST:  
PROJECT MANAGER JOB DESCRIPTION AND PERSON SPECIFICATION**

- Job Title:** Project Manager: Beelines North East
- Salary:** £25,000 - £28,000 per annum
- Contract Type:** Fixed Term (18 month). Secondments will be considered.
- Responsible To:** Direct line management to UGN Director of Parks and Allotments. Reporting to Project Steering Group.
- Responsible For:** Project staff, trainees, volunteers, budget management
- Location:** Office base within one of Urban Green Newcastle premises (likely to be one of Jesmond Dene, Heaton or Walker parks)

**Job Purpose:**

The Project Manager will oversee the development, and manage the delivery of the Beelines North East project, acting as the key point of liaison for partner organisations, and ensuring that the approved purposes of the grant are met. Equally passionate about nature recovery and sharing its importance with people and communities, the postholder will be integral to the overall success of the project. With the ability to draw together a multi-disciplinary team across multiple partners, the Project Manager will ensure that everyone involved in delivery is motivated, well informed, and that proper provision is in place to deliver success on time and to budget.

**Principal Duties and Responsibilities:**

The principle purpose of the postholder will be to deliver the approved purposes of the grant. However, this list is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

- Lead on the delivery of the Beelines North East project, in close liaison with both partner organisations, ensuring that it is delivered on time and to budget, and demonstrating good project management practices.
- Lead the delivery team, and supervise workload as necessary, working closely and collaboratively with staff across the partner organisations.
- Work with partner bodies and their teams to draw up plans, co-ordinate specialist advice, and manage contracts as required to ensure delivery of capital works across 45 sites (with 8 exemplar sites), to improve their value for pollinating insects. To include creation of grassland, wetland, tree planting, and improved shrub and flower borders.
- Working with key staff from both partner bodies, develop a Stakeholder Plan to facilitate the identification of key partners and stakeholders to involve throughout the lifetime of the project.

- Working with key staff from both partner bodies, along with external stakeholders, oversee the development and implementation of an Engagement Plan to encourage wide involvement, particularly from those communities particularly impacted by Covid (including hospital staff), those in areas of high deprivation, and/or young people.
- Ensure that effective and appropriate training programmes are established and implemented for trainees and volunteers.
- Working with key staff from both partner bodies, along with key stakeholders (including Northumbria University), ensure the development and implementation of a Survey and Monitoring Plan to demonstrate the beneficial impacts of the interventions carried out.
- Oversee the development and implementation of an Educational Activity and Events Programmes, to include schoolchildren, young people, hospital staff/patients/visitors and local communities.
- Working with key staff from both partner bodies, increase opportunities for volunteering, including through practical conservation and monitoring.
- Working with key staff from both partner bodies, ensure that the branding and marketing for the initiative is targeted at the right audiences and uses all forms of media, and ensure appropriate promotion and publicity (involving the funding bodies where possible).
- Produce briefs, work-plans, monitoring data , risk assessments and reports as required for partner bodies, Project Board and funding bodies, to ensure delivery of the project to time and on budget.
- Establish and manage a monitoring and evaluation framework for the project, to meet funding requirements.
- Ensure project delivery adheres with the requirements of partnership agreements, statutory regulations and organisational requirements, including health and safety, risk assessment, and sound environmental practices.
- Working with key staff from both partner bodies, explore opportunities for further partnerships and funding throughout the lifetime of the project, with the aim of extending and expanding the initiative longer term.

## Person Specification

**Job Title:** Beelines North East Project Manager

Category	Essential	Desirable
<p><b>Skills, Knowledge and Aptitudes</b></p>	<ul style="list-style-type: none"> <li>• Proven project management skills for a similar level of project, able to prioritise across multiple work streams and take on tasks from conception to completion.</li> <li>• Experience of financial management and budget control.</li> <li>• Sound knowledge of the environmental sector and associated constraints and opportunities.</li> <li>• Excellent written and verbal communication skills, able to engage confidently both formally and informally with diverse groups of people.</li> <li>• Ability to work independently using own initiative and co-operatively as part of a team.</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to work collaboratively across multi-disciplinary organisations.</li> <li>• Experience of overseeing habitat restoration and creation works.</li> <li>• Experience of working with various partner organisations.</li> <li>• Experience in arranging and delivering wide ranging and engaging activities and events.</li> <li>• Experience of working with the charitable and voluntary sectors.</li> </ul>
<p><b>Qualifications and Training</b></p>	<ul style="list-style-type: none"> <li>• Appropriate qualifications (Level 3 or above), or equivalent level of vocational experience</li> </ul>	<ul style="list-style-type: none"> <li>• Recognised project management qualification.</li> </ul>
<p><b>Experience</b></p>	<ul style="list-style-type: none"> <li>• Experience of managing a range of projects.</li> <li>• Experience of partnership working, both internally and across a range of organisations.</li> <li>• Experience of managing and training teams of staff, trainees and/or volunteers to deliver key targets.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of delivering projects with multiple partners.</li> <li>• Experience of managing projects in public sites.</li> <li>• Experience of delivering training to support practical conservation tasks.</li> </ul>

		<ul style="list-style-type: none"> <li>• Experience of working on nature-based activities with children and young people.</li> </ul>
<b>Disposition</b>	<ul style="list-style-type: none"> <li>• Good people skills, able to develop strong relationships across organisations and externally</li> <li>• Commitment to achieving value for money, spending wisely and to agreed sustainability standards</li> <li>• Commitment to delivering high risk management, to keep public, staff, volunteers and contractors safe</li> </ul>	
<b>Special Requirements</b>	<ul style="list-style-type: none"> <li>• Ability to work evenings and weekends as and when required</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to use digital media (and other marketing channels) effectively</li> </ul>