

Bedgebury National Pinetum

Project Manager

This is an exciting role for a project manager who wants to deliver some diverse building and other projects at Bedgebury National Pinetum. Bedgebury is one of a handful of tree collections around the world that focuses specifically on conifers and seeks to raise awareness about the importance of trees in our lives.

Never has there been a more important time for trees to help tackle the climate emergency and provide a much-needed sanctuary for people and wildlife.

To succeed, you will have the passion and drive to help us deliver projects at the pinetum. You will support Forestry England and the Friends of Bedgebury Pinetum in delivering a variety of projects which will help contribute towards the pinetum's centenary celebrations in 2025.

These include a new tree nursery to help expand our internationally important conservation work, education facilities allow us to deliver curricula, a green waste composter to improve our sustainability, and new operational facilities for staff and volunteers.

One of the first tasks for the project manager will be to engage Bedgebury staff and volunteers in these projects, and to develop project briefs and concept designs for the new facilities.

The post is full-time, 5 days per week, initially for a period of 12 months but with the possibility of extension beyond. We would be very happy to discuss flexible working options to find the best solution to suit both you and our business needs.

Partial homeworking is also available. You will be employed by the Friends of Bedgebury Pinetum and will report to the Forestry England Bedgebury Manager. You will work closely with and be accountable to the Bedgebury Pinetum Centenary Project Steering Committee.

Benefits

- Working for the National Pinetum in a beautiful environment on a range of unusual projects, getting involved in and experiencing all aspects of project delivery
- Flexible working arrangements and a range of benefits
- A culture which promotes a diverse and inclusive work environment
- Salary in the region of £35K depending on experience (pro rata)

Person Specification

We will be looking for you to have the following experience and professional and technical expertise.

Essential:

- Experience in building project management and supervising contractors
- Familiar with methods to engage and manage stakeholders, from staff and volunteers to funders
- An ability to engage, cooperate and work with the Bedgebury Pinetum Centenary Project Steering Committee to enable project deadlines to be met
- Excellent leadership and communication skills

Desirable:

- Experience in building project management within the heritage/ environmental/ visitor attraction sectors
- Achieved the Association of Project Management Project Management Qualification or equivalent project management qualification
- Experience of health and safety including Construction, Design and Management Regulations
- Qualifications in construction health and safety such as SSSTS, SMSTS or IOSH
- Experience of creating briefs and specifications, overseeing tender production, and evaluating tenders from the client side or the bidder's perspective
- Experience of managing a budget, including monitoring change control and providing cashflow forecasts

The successful candidate will be required to undertake a Basic Disclosure Check under the Disclosure Barring Service (DBS) scheme.

To apply please send an up-to-date CV and covering letter of no more than 1 side of A4 to trustees@bedgeburypinetum.org.uk.

We are committed to equal opportunity in employment and welcome applications from all backgrounds and all sections of the community.

Closing date: **7th March 2021** (application dates may close early depending on the number of applications).

More information on Bedgebury National Pinetum and the Friends of Bedgebury Pinetum can be found:

forestryengland.uk/bedgebury

bedgeburypinetum.org.uk/