

Job Outline

Post:	Project Manager - Flow Country Partnership (FCP)
Location:	Flexible
Hours:	35 hours per week - flexible
Duration:	3-year Fixed Term
Service:	E&I
Grade:	HC10 (£47,847.80 - £52,325.00)
Contact:	Nicole Wallace /Graham Neville E-mail: nicole.wallace@highland.gov.uk E-mail: graham.neville@nature.scot

Job Purpose :

To lead and manage the successful development and delivery of FCP work programme and projects and meet the strategic aims of FCP.

The post will ensure effective governance, management and oversight of the FCP, working closely with the Board of Trustees to ensure the partnership operates in accordance with its values, policies and legal obligations.

Further Information

The Flow Country Partnership was set up as a charity in February 2024, (SC053100).

Highland Council and NatureScot are the accountable bodies for the FCP and the day-to-day management of the site is done through the Flow Country Partnership (FCP).

The Partnership was set up to deliver the aims and objectives of the Management Strategy for the Peatlands of Caithness and Sutherland. The two main aspects of this plan currently are the World Heritage Site management and a Green Finance Initiative.

The Flow Country was inscribed as a World Heritage Site (WHS) in July 2024, in recognition of the Outstanding Universal Value of its blanket bog ecosystem. It is the world's first and currently only peatland WHS and as such plays a critical role in the advancement of the understanding and appreciation of peatland habitats, for nature and people. Highland

The Green Finance Initiative (GFI) has been set up with the aim of blending public and private finance, through a subsidiary company Flow Country Restoration Ltd (FCRL). The aim is to scale up peatland restoration across the Flow Country, through entering contracts with landowners and grazing's committees, to deliver and manage the long-term restoration programmes, generating social and economic impact as well as restored nature and reduced emissions.

This post will be the face of FCP and will develop, lead and manage the Charities' work programme and the team delivering the aims of FCP and FCRL, through to a self-sustaining position.

Further information can be found at: <https://theflowcountry.org.uk>

This is a unique opportunity for a highly experienced individual who has worked on projects or initiatives to manage a programme of work that is of critical importance to combat Climate and Ecological impacts.

Employee Benefits

The Highland Council is committed to their employees and offers an excellent benefit package that can include:

- Flexible working patterns including both full-time and part-time opportunities.
- Competitive salary with an incremental scale and annual pay review.
- Wide range of learning and development opportunities with an annual review to discuss career opportunities and progression.
- 27 days paid holidays plus 7 Public paid holidays (pro rata for part-time staff), rising to 32 days paid holiday (pro rata for part-time staff) after 5 years continuous service at the commencement of the next leave year.
- Pension Scheme, including employer's contribution of 19.5%
- A genuine commitment to the health and wellbeing of our employees with access to the new Employee Assistance Programme.
- Family Friendly staff policies including Parental Leave.
- Cycle to Work scheme.

If you are interested in working for Highland Council/FCP and being part of a team providing a first-class service please view the further information, job description and person specification and then apply online.

Job Description – Key Duties and Responsibilities



1. To manage the delivery of assigned projects within FCP, WHS and GFI workstreams, including the production of Project Plans and associated documentation ensuring risks are managed and agreed outcomes and benefits delivered.
2. To monitor and report on performance to the FCP Board, in relation to the agreed outcomes of the relevant FCP plans.
3. To convene, manage and produce reports for the FCP Trustees, WHS and GFI Board(s) and other groups, as required.
4. To manage the work and output of staff working within the FCP including staff, volunteers and external suppliers.
5. To participate and represent the FCP/WHS in relevant local, national and international networks, as required by the FCP Board.
6. To work closely with the Directors of FCRL to seek investment, sales and/or donations towards the Green Finance Initiative.
7. Develop and deliver an effective fundraising strategy to secure sustainable and diverse revenue streams for the charity, including grants, donations and partnerships.
8. Ensure the WHS Management Plan work programme is achieving its aims and objectives and all necessary reporting for UK Government and UNESCO is carried out.
9. To undertake other duties, commensurate with this senior position, as required by the FCP Board.

Other Duties

In undertaking these tasks, the post holder will be required to:

- Work in accordance with Council's Standing Orders, financial procedures, contract procedures, programme and project management approach and policies and procedures
- Take responsibility for your personal development and participate in training.



Person Specification

ESSENTIAL

The minimum acceptable levels for safe and effective job performance.

- Experience of working in a similar role within a complex Programme/Project which has delivered significant outputs/outcomes
- Experience of managing teams/resources
- Appropriate project management qualification or evidence of experience
- Evidence of higher education
- Effective communication and numeracy skills
- Ability to think strategically and to explain alternative perspectives
- Computer literate and familiarity with a range of computer packages
- Excellent influencing and negotiations skills
- Ability to effectively use project management techniques to ensure delivery of agreed outcomes and benefits
- Understanding of and ability to use business change and process improvement tools
- Ability to gather, handle and analyse large volumes of data in both monitoring and evaluative contexts
- Understanding of quality and the implementation of quality management tools
- Commitment to partnership working and an ability to relate appropriately to a wide range of people, including Trustees, Partners, land managers, the local community and other stakeholders.
- Committed to Team Working
- Self-motivated and enthusiastic
- Ability to work flexibly to meet deadlines
- Work on own initiative and under pressure

Desirable

- Some knowledge of Highland habitats and ecosystems, especially peatlands
- Some knowledge of Highland land management practices
- Willing to be flexible about travel for work and training purposes
- Evidence of a continuing commitment to personal development

10. Health and Safety

Health & Safety is an integral part of any role within the Highland Council. As such we would expect that all employees:



- Become familiar with Violent Incident and Accident reporting procedures and comply with them.
- Undertake a continual program of Risk Assessment in relation to their role within Highland Council
- Have an understanding of the importance of Health and Safety in the workplace and familiarise themselves with the Highland Council's Health & Safety Procedures.

