



EUROPEAN UNION



**6-months cover**  
**Environmental Project Manager**  
**Job Description**  
***Promoting Adaptation to Changing Coastlines (PACCo)***

**Co-financed by the European Regional Development Fund**

**Contract dates:** August 2022 to March 2023 (6 months)

**Working hours:** 24 hours/week

**Salary Minimum:** £34,000 pro rata

**We're looking for an experienced Project Manager with a love of nature to help deliver the final 6-months of one of the most exciting wetland recreation and climate adaptation schemes in the UK.**

*Promoting Adaptation to Changing Coastlines (PACCo)* is a cross-border initiative led by the Environment Agency financially supported by the Interreg V A France (Channel) England programme. The project has a combined value of £22 million. The broad aim of PACCo is to demonstrate that it is possible to work with stakeholders in estuarine regions to deliver a range of benefits for people and the environment by adapting pre-emptively to climate change. You can find out more about the project here: [Promoting Adaptation to Changing Coasts \(www.pacco-interreg.com\)](http://www.pacco-interreg.com)

The project focuses on two pilot sites: the lower Otter Valley, East Devon, England ([www.lowerotterrestorationproject.co.uk](http://www.lowerotterrestorationproject.co.uk)) and the Saône Valley in Normandy, France (<https://basse-saane-2050.com/>). Both have been heavily modified by humans over the past several hundred years. The initiative will recreate 100ha of inter-tidal and wetland habitat, enhance ecosystem services and bring socio-economic benefits to the two focus sites. Findings will be presented in a "How-to" guide that will be presented to an extensive stakeholder network to influence policy makers at national and EU level and enable climate change adaptation at more sites.

## About us

The East Devon Pebblebed Heaths Conservation Trust is a conservation charity widely respected as a leader in environmental management. Established by Clinton Devon Estates in 2006 the charity is responsible for the management of the majority of the East Devon Pebblebed Heaths and the Otter Estuary ([www.pebblebedheaths.org.uk/](http://www.pebblebedheaths.org.uk/)). Clinton Devon Estates is a family business involved in farming, sustainable forestry, conservation management and several businesses including the South West's premier equestrian venue, Bicton Arena. (<https://clintondevon.com/>).

*The Conservation Trust and Clinton Devon Estates is committed to creating an inclusive work environment with a diverse workforce. All appropriately qualified candidates will receive consideration for employment without regard to race, religion, gender, sexual orientation, national origin, disability or age.*

## The role

The successful candidate will work closely with the Head of Wildlife and Conservation of Clinton Devon Estates, the Environment Agency project team and an allied Project Manager in France to complete the delivery of PACCo in the lower Otter Valley in East Devon.

This work has a combined value of €1.8 million. To date, approximately half of this has been claimed from the project funder.

To successfully deliver the final 6-months of this project, your role will involve:

- Day to day administration of the project including implementing and monitoring an existing schedule of project activities to achieve project objectives.
- Leading on the East Devon Pebblebed Heaths Conservation Trust's project commitments including:
  - Working with existing contractors to finalise the socioeconomic outputs of the relevant technical work packages.
  - Attending work package meetings with English and French project partners.
- Working with the Conservation Trusts' Financial Manager to complete the final two project claims, and to ensure works are kept within budget and accounted for following Interreg financial procedures.
- Managing project reporting processes, including keeping risk registers up to date and ensuring alignment with project partners.
- Contract and tender process management in line with project guidelines.
- Ensuring the health, safety and wellbeing of those involved with work package delivery.
- Chairing internal and client project meetings

You will manage these work elements to programme, quality, and budget by March 2023 and be working as part of a virtual and in-person team with multiple organisations including: project partners; co-financers; the Interreg managing authority; coastal groups; local authorities; NGOs; contractors; charities; universities.

## About You

This is an exciting opportunity for an experienced Project Manager with a passion for the natural world to help steer to completion a nationally significant habitat creation and infrastructure project related to climate change adaptation. If you would like to know more we'd like to hear from you.

We think the ideal candidate will be able to demonstrate a strong interest in the environment and climate change and a desire to make a difference.

### Skills:

#### Essential

- Ability to work collaboratively within a partnership with a wide range of stakeholders and partners to ensure shared objectives are achieved.
- Being highly organised with an attention to detail
- Managing costs against budgets
- Ability to provide direction to a project team and ensure objectives are met.
- Competent IT user (e.g. MS packages, Outlook, social media etc).
- A degree level qualification (or equivalent) in a related discipline
- Excellent verbal and written communication; excellent presentation
- Full driving license

#### Desirable

- Good level of written and verbal French skills

### Experience

#### Essential

- 5+ years project management experience, including of dispersed teams, preferably within the environmental sector
- Experience of leading and managing multidisciplinary teams.

#### Desirable

- APM Project Management Qualification or PRINCE2 Practitioner
- Experienced in Interreg and European funded projects

In your role you will be acting as an advocate for the East Devon Pebblebed Heaths Conservation Trust, Clinton Devon Estates and the broader PACCo partnership.

We are looking for applicants who can start from August 2022. This will allow on month-handover before the current Project Manager goes on leave.

### Benefits:

Flexible working hours

Work from home opportunities

Access to on site gym (Covid permitting)

## **Application process**

Please send a CV and covering letter telling us what motivated you to apply for this role and the key skills, knowledge and experience you have that demonstrates that you can fulfil the role requirements.

**Deadline for applications:** Thursday 30<sup>th</sup> June 2022.

All applications should be sent by email to Kendal Archer: [Kendal.archer@clintondevon.com](mailto:Kendal.archer@clintondevon.com)

Interviews will be held via video conference or in person in late June / early July.

*For questions about the role and project, please contact Kendal Archer, Environmental Project Manager, East Devon Pebblebed Heaths Conservation Trust on [Kendal.archer@clintondevonestates.co.uk](mailto:Kendal.archer@clintondevonestates.co.uk) or 07970119407.*