

## 1. Programme Manager



### Job Description:

<b>Job</b>	Loch Lomond & The Trossachs Landscape Connections Programme Manager
<b>Hours per week</b>	35 (18-month fixed term)
<b>Service</b>	Environment & Visitor Services
<b>Team</b>	Future Nature
<b>Job location</b>	Headquarters
<b>Line Manager</b>	Future Nature Development Manager
<b>Band</b>	D

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#### Key purpose

The post holder will ensure realisation of National Park Authority's (NPA) corporate priorities by providing project/programme management expertise, leadership and capacity working through the Loch Lomond & The Trossachs Landscape Connections development phase.

Working alongside Loch Lomond & The Trossachs Countryside Trust and RSPB Scotland, the National Park Authority has committed to an exciting new Landscape Connections Initiative. This focuses on accelerating restoration of our woodland mosaic, addressing shared threats, and maximising shared opportunities for people and communities across three existing landscape partnerships.

The post holder will deliver an 18-month development phase within budget and to the required specification. This includes ensuring the Initiative stays within scope, aligning programmes to strategic goals, managing timelines, milestones, risks and reporting. The post will be embedded within the Nature and Land Use Team, although will work across the organisation and its partners.

## **Key accountabilities**

- To manage an 18-month Loch Lomond & The Trossachs Landscape Connections development phase within existing NPA project and programme management approaches and continuously monitor for audit purposes.
- To coordinate and influence the scope and strategic objectives of interrelated projects across the initiative including those led by partners.
- To manage meeting key milestones across an agreed timeline.
- To develop contingency plans and manage the Initiative risks, reporting any areas of concern to the appropriate stakeholders.
- To report to key stakeholders including funders, the Programme Board, and senior leadership.
- To oversee and monitor the Initiative budget and report any concerns to senior leadership.
- Procure and manage specialist consultants and contractors to help deliver.
- To initiate and progress a National Lottery Heritage Fund Landscape Connections delivery phase bid in conjunction with relevant stakeholders.
- Identify improvement opportunities, including efficiencies and deliver innovative solutions to capitalise on these.
- To manage the closure of projects including the handover and undertaking a lesson learned review.
- Undertake any other duties appropriate to the grade as required.

## **Person specification**

<b>Assessment Areas</b>	<b>Essential Criteria</b>	<b>Desirable Criteria</b>
<i>Relevant Experience</i>	<ul style="list-style-type: none"><li>• Proven track record of delivering projects using proven project management methodology</li><li>• Experience of Budget management, including reporting, profiling and meeting year end deadlines and targets for spend</li><li>• Significant experience of prioritising work and supporting a number of different projects simultaneously.</li><li>• Experience of influencing multi-disciplinary project teams, senior managers and partners</li><li>• Experience of procurement and contracts management</li><li>• Proven track record of managing people and change</li></ul>	<ul style="list-style-type: none"><li>• Experience of public sector led partnership projects</li><li>• Experience in Programme Management</li><li>• Experience of capital project development and delivery.</li></ul>

<i>Specific Skills, Abilities and Qualities</i>	<ul style="list-style-type: none"> <li>• High levels of determination and abilities to be a self-starter who is focused on the delivery of outcomes.</li> <li>• Excellent leadership, strategic thinking, management, organisational, analytical, interpersonal, communication and negotiation skills.</li> <li>• Demonstrate ability to influence, motivate and lead diverse teams.</li> <li>• Ability to plan, manage and deliver against agreed outcomes, good attention to detail.</li> <li>• Strong service ethic, hard-working and tenacious.</li> <li>• Ability to think creatively and generate ideas</li> <li>• Advanced practical knowledge of MS Project</li> <li>• Advanced practical knowledge of a proven Project Management methodology i.e. PRINCE2 or APM</li> </ul>	<ul style="list-style-type: none"> <li>• Sound understanding of the current Scottish Government's priorities and strategies including in respect of Climate Change, biodiversity and net zero.</li> <li>• Experience in delivering landscape scale partnership initiatives</li> <li>• Experience in delivering National Lottery Heritage Fund</li> </ul>
<i>Qualifications</i>		<ul style="list-style-type: none"> <li>• PRINCE2 Qualified/or APMP</li> <li>• Programme management i.e. MSP accreditation</li> </ul>
<i>Any Additional Job-Related Requirements</i>	<ul style="list-style-type: none"> <li>• Full UK Driving Licence or access to a driver if disability prevents driving</li> <li>• Flexible approach to working as some evening and weekend working will be required</li> </ul>	

## 2. Programme Coordinator



### Job Description:

<b>Job</b>	Loch Lomond & The Trossachs Landscape Connections Coordinator
<b>Hours per week</b>	17.5 (0.5FTE) (18-month fixed term)
<b>Service</b>	Environment & Visitor Services
<b>Team</b>	Future Nature
<b>Job location</b>	Headquarters
<b>Line Manager</b>	Future Nature Development Manager
<b>Band</b>	C

**Key purpose** ..... 1

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#### Key purpose

The post holder will provide project management support through the National Park Authority's (NPA) commitment to the Loch Lomond & The Trossachs Landscape Connections – an exciting new landscape scale nature restoration partnership initiative.

Project Management support will be expected at all stages of the project lifecycle; from project initiation, planning and delivery, to project closure. This may include our work responding to the climate emergency, restoring and protecting nature to our work investing in visitor infrastructure. The post will be embedded within one of the teams working in the relevant area, although will work across the organisation.

#### Key accountabilities

- Provide dedicated high standard project management support for the Initiative within the National Park Authority's operating plan including: project initiation; monitoring and reporting; budgetary control; risk management; and delivery.

- Working within existing project management systems, toolkits, working closely with the project management team to ensure an organisational approach.
- Offer guidance and identify solutions for effective project delivery.
- Ensure effective communication between internal and external partner teams to enable project delivery.
- Ensure the Initiative finance system is updated and maintained enabling users to easily record and extract relevant information.
- Arranging and co-ordinating actions undertaken by the Corporate Administration team in support of this work, including training to provide more effective, efficient, and sustainable delivery of projects.
- Contribute to the operation of the Initiative team, organising meetings, tracking, and chasing up actions and supporting other tasks as required across the full team, calling upon Corporate Admin support when appropriate.
- Undertake any other duties appropriate to the grade as required.

### Person specification

Assessment Areas	Essential Criteria	Desirable Criteria
Relevant Experience	<ul style="list-style-type: none"> <li>• Project support experience throughout the project lifecycle; project initiation, planning, delivery and closure.</li> <li>• Experience of practical implementation of a project management methodology and procedures.</li> <li>• Strong administrative experience including setting up and managing project administration systems.</li> <li>• Ability to prioritise work and support a number of different projects simultaneously.</li> </ul>	<ul style="list-style-type: none"> <li>• Direct experience of project work in a sensitive/ rural context</li> <li>• Experience of capital project delivery</li> <li>• Demonstrable experience of public sector led partnership projects.</li> </ul>
Specific Skills, Abilities and Qualities	<ul style="list-style-type: none"> <li>• A demonstrable ability to develop and manage electronic and physical filing systems.</li> <li>• Computer literate with high working knowledge of Microsoft Access &amp; Excel applications and ability to produce reports.</li> <li>• Ability to identify and implement improvements to processes and systems to enable more efficient working.</li> <li>• Ability to work independently under pressure to meet deadlines.</li> <li>• Experience of preparing and co-ordinating correspondence.</li> <li>• Excellent numeracy, written and interpersonal skills.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of creating databases, procedures and templates</li> <li>• Experience of or aptitude for staff management</li> </ul>

	<ul style="list-style-type: none"> <li>• Excellent verbal communication skills, including by telephone, and including ability to handle difficult enquiries.</li> <li>• Excellent organisational skills.</li> <li>• Ability to organise and prioritise conflicting demands.</li> </ul>	
<i>Required Qualifications</i>	<ul style="list-style-type: none"> <li>• HNC/HND qualification (or equivalent) in project management related discipline, or equivalent experience.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge and understanding of landscape scale nature restoration</li> </ul>
<i>Any Additional Job-Related Requirements</i>	<ul style="list-style-type: none"> <li>• Current UK Driving License</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge and understanding of the roles of Scottish National Park Authorities</li> </ul>