



Project Manager for The OWL Collaboration

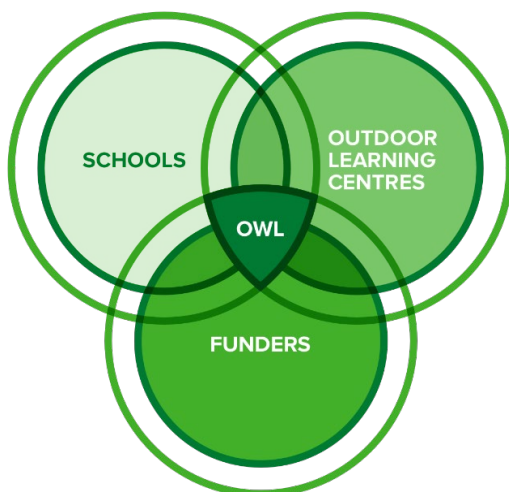
JOB TITLE	Project Manager – The OWL Collaboration
JOB LOCATION	Home-based in the UK, with regular attendance at our Head Office in Fairford, Gloucestershire
PART TIME	0.6 – 0.8 FTE, fixed term for up to 3 years
SALARY	£28-30,000 pro rata
REPORTS TO	Head of Grants

[The Ernest Cook Trust](#) is an educational charity and one of the UK's foremost providers and funders of outdoor learning. Our vision is for an **environmentally engaged society** with stronger connections to nature.

Our important work makes a difference to children, young people, their families and communities throughout the UK, especially those that are disadvantaged. We help to nurture a lifelong journey of learning, appreciation and respect for the countryside. We do this through grant support, direct delivery, research and advocacy.

We have a growing team of people focusing on the delivery of strategic learning projects and are looking for the right person to take up The OWL Collaboration Project Manager role and work as part of that team.

The OWL Collaboration is a £2m+ programme led by The Ernest Cook Trust. The purpose of the programme is to provide Outdoor Weeks of Learning (OWLs) for disadvantaged young people at farm and environmental-based centres throughout the UK.



As **Project Manager**, your role will be to lead and manage a collaboration of:

- **Schools**
(primary, secondary and special)
- **Outdoor Learning Centres**
environmental/farm-based)
- **Funders**

You will be key to the successful collaboration, ensuring that all parties are committed to achieving meaningful and enjoyable learning experiences for the young people.

You will lead on the collaborators' impact evaluation and knowledge transfer, which forms a crucial part of the programme, and will be responsible for reporting outcomes.

RESPONSIBILITIES

The following description is intended to provide guidance as to duties but is not exhaustive:

Project planning, development and organisation

- Planning and implementation of project launches, training and celebration events.
- Ensuring that targets are being met and that the project is delivered on time and to budget, using GANTT charts and Microsoft Project (and any other appropriate) software.
- Arranging visits and organising logistics for staff, Trustees and other representatives of the collaboration, as necessary.
- Preparing project schedules and monitoring progress.
- Organising relevant programme and collaboration meetings.
- Ensuring that work is carried out in line with the Trust's policies and procedures, including Safeguarding, Due Diligence, Complaints, Health and Safety and GDPR.
- Providing administrative and technical skills to support The OWL Collaboration. Responding to telephone, email and social media enquiries and supporting the application process in a timely manner.
- Contributing to the upkeep of the *Salesforce* grant management database system, to administer grants including Outdoor Learning Centre and School grants and vouchers. This will include accurate recording of applicant information, assessments, payment records, monitoring reports and communication.
- Arranging meetings and leading The OWL Collaboration Steering Group and Grants panels, including production and dissemination of board and committee papers and minute-taking.
- Leading and coordinating the network of OWL Outdoor Learning Centres and maintaining project documentation.
- Liaising with the Trust's Learning team (including Outdoor Learning and Education Officers) to implement The OWL Collaboration at school level.
- Supporting the Head of Grants in identifying other funding sources including partnerships with other Trusts and Foundations and developing and managing Funder relationships.
- Support for the Head of Grants to ensure that processes and systems are in line with good practice.

Marketing and Communication

- Identifying and engaging with target Outdoor Learning Centres and schools, and encouraging them to participate in the collaboration.
- Working with the Trust's Communications team, identifying marketing and digital media opportunities and developing a marketing plan.
- Promotion of the programme at external events.
- Working with the Trust's Learning team to develop a coordinated approach to networking, CPD and conferencing.

Monitoring and Evaluation

- Ensuring key impact indicators are effectively analysed and presented and liaising with an external evaluator to achieve these aims.
- Managing the app developer to ensure effective impact data tracking.
- Establishing and maintaining a robust mechanism for tracking project progress.

- Supporting the Trust and Outdoor Learning Centres and schools in the evaluation process including research, production of metrics and infographics to demonstrate project impact.
- Collecting and collating information for online data management systems for internal and external evaluation purposes.
- Providing progress reports for collaborators, Trustee Board meetings and external organisations.

Other Responsibilities

- Undertaking training, education and information courses relevant to the Project Manager role, to contribute to the better delivery of the Trust's objectives.
- Any other general duties as required.

BENEFITS

- Employer pension contribution equating to 10% of gross salary (Employee contribution at 5%).
- 27 days annual leave (pro rata) plus statutory holidays.
- Life Assurance.
- Dynamic, creative and welcoming working environment.
- Training and development opportunities.

Working for us will involve wellies, because we firmly believe that **everything is better outdoors!**

APPLICATION PROCESS

In the first instance, please download, complete and save the Application Form available via The Ernest Cook Trust website <https://ernestcooktrust.org.uk/jobs/>

Upload your completed application form to <https://hr.breathehr.com/v/project-manager-15965>

Closing Date

Tuesday 4 May 2021 at 17:00

1st Interviews

Thursday 13 May 2021 via Zoom

2nd Interviews

Monday 24 May 2021 at Fairford, Gloucestershire GL7 4JH

Please be reassured that the interview process will take place with appropriate COVID-19 protocols.

Find more information about The Ernest Cook Trust and The OWL Collaboration on our website at www.ernestcooktrust.org.uk.

We look forward to hearing from you!

The Ernest Cook Trust is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependents, age, physical/mental disability or offending background.

The appointment will be subject to satisfactory background checks (including Enhanced Disclosure and Barring Service) and proof of qualifications.

**The Ernest Cook Trust
Project Manager – The OWL Collaboration
Person Specification**

Knowledge	<p>Essential:</p> <ul style="list-style-type: none"> • Understanding of effective grant-making and grant management processes. <p>Desirable:</p> <ul style="list-style-type: none"> • Knowledge of the UK charity sector and funding plus grant programmes. • Knowledge of the Outdoor Learning Centre sector (particularly farm-based and environmental).
Skills and Experience	<p>Essential:</p> <ul style="list-style-type: none"> • Excellent organisational & project management skills. • Excellent communication and interpersonal skills. • A 'can do' enthusiastic attitude and an ability to use own initiative. • Excellent time management and ability to work towards set deadlines. • Able to take responsibility for office systems with a high level of competence in Microsoft Outlook, Word, Excel and PowerPoint. • Administrative and data processing skills and able to create evaluation reports. • Experience of briefing promotional literature for print, online or social media. • Experience of proactively managing budgets. • Experience of education and learning (outdoor). <p>Desirable:</p> <ul style="list-style-type: none"> • Experience of Microsoft Project. • Experience of working with UK Trusts/Foundation and funding plus models. • Proven experience of working with independent impact evaluators. • Experience of working with digital providers. • Experience of working with Integrated Management Systems (eg Salesforce). • Experience of organising and promoting events and activities. • Involvement in environmental or sustainability projects.
Personal Qualities	<p>Essential:</p> <ul style="list-style-type: none"> • Strong teamwork ethic, approachable and supportive to others. • Empathy and the ability to relate to young people. • A track record of building and maintaining successful relationships at all levels and someone who will inspire confidence and encourage teamwork. • Interest in and enthusiasm for the work of the Trust and an ability to act as a respected ambassador. • A person who reflects and contributes to the values of The Ernest Cook Trust and who will be enthusiastic, collegiate and open to new ideas.
Qualifications	<p>Essential:</p> <ul style="list-style-type: none"> • A good standard of education: A Levels or equivalent. <p>Desirable:</p> <ul style="list-style-type: none"> • A relevant degree, Higher Level Apprenticeship or equivalent.
General	<p>Essential:</p> <p>Driving Licence</p>