

Role Profile

Job Title	Tree Nursery Manager – Cairngorms Connect	
Role Profile Title	Project Officer	Pay band 6
Department	North Scotland	
Location	Abernethy	
Reports to	Delivery Manager	
Direct Reports (including Volunteers)	Tree Nursey Volunteers	
Job Purpose	To deliver, monitor and report on a project or projects using the RSPB's Project Management Framework, helping the project manager and project executive, or their programme equivalents, achieve the outputs and objectives of the project.	
<p>The RSPB have generic role profiles linked its pay and reward structure which our job vacancies are aligned to. These include a list of indicative key result areas and requirements for the role.</p> <p>More specific details on the role can be found in the job advert and accompanying job pack.</p>		
Key Result Areas		
<ul style="list-style-type: none"> ❖ Help put in place the right governance structure to keep their projects on track ❖ Undertake agreed activities in order to deliver the project outputs and objectives in accordance with the project plan ❖ Work with staff, partners, external contractors and volunteers as necessary to ensure that actions are delivered to agreed standards of cost, quality and time ❖ Produce relevant project documentation as directed by the project manager ❖ Develop and deliver appropriate communication activities such as events, media interaction, briefings, talks and production of materials in association with communications colleagues to support the delivery of the project ❖ Co-ordinate meetings and report to the project manager (and project board, if appropriate) ❖ Ensure that risks and issues are highlighted to the project manager ❖ Support the project manager in managing the project budget ❖ Contribute to project reviews ❖ Contribute to the handover to 'business as usual' at the end of the project, by conducting any follow on actions as directed by the project manager 		

Key Contacts and Working Relationships	
Internal	External
<ul style="list-style-type: none"> ❖ Project Manager, Project Executive and Project Board, (or equivalent programme roles) to support as required ❖ Internal stakeholders to share best practice, to inform and to seek support/guidance. ❖ Wider project team and local colleagues to inform and inspire. ❖ Other internal colleagues (e.g. Fundraising, Health and Safety, etc) depending on the nature of the project and the risk level of elements of the project. 	<ul style="list-style-type: none"> ❖ External suppliers and/or partners to support managing activities, delivery on the ground, communications and positive working relationships.
Financial Responsibility	
<ul style="list-style-type: none"> ❖ This role has sign-off authority for expenditure through, for example, purchase orders. 	
Essential qualifications	
<ol style="list-style-type: none"> 1. At least 5 GCSE's, or equivalent, including Maths and English 	
Essential knowledge	
<ol style="list-style-type: none"> 2. Some knowledge of the theory and practice of project management. 	
Essential skills	
<ol style="list-style-type: none"> 3. Competent IT user (e.g. MS packages, Outlook etc). 4. Skills relevant to the specific aims and objectives of the project. 5. The ability to communicate about the project in a passionate and credible manner. 6. An ability to produce clear written communications. 7. An ability to persuade and influence a wide range of people, both internally and externally. 8. Excellent problem solving skills and ability to find creative solutions. 9. Able to work under pressure and adapt to changing circumstances. 10. Proven time management and organisational skills. 11. Attention to detail. 	
Essential experience	
<ol style="list-style-type: none"> 12. Report writing 13. Working with project teams and stakeholders 14. Proven experience delivering actions relevant to the specific project 	

15. Ability to work well as part of a cross-functional project team

Desirable qualifications, knowledge, skills and experience

16. Organising training events, workshops or facilitated discussions and meetings
17. Experience of working with contractors
18. Experience of producing written materials, newsletters and similar project related communications
19. Demonstrable experience of developing and working in partnerships to achieve shared outcomes
20. Experience of managing volunteers

How we expect you to work

The RSPB has seven key competencies that are important to our organisation's success. We expect all employees to demonstrate these competencies in everything that they do. The heading descriptors of the seven competencies are:

Direction:

You ensure you have a clear direction and sense of common purpose that guides what you do and how you approach your work.

Energy:

You bring energy and urgency to the RSPB to motivate people to do the best they can.

Capability:

You build your own and other people's capabilities, directly and indirectly.

Relationships:

You communicate effectively and build productive internal and external relationships.

Change:

You support continuous improvement and change and constantly look for way to do things better.

Advocacy:

You act as an advocate for the RSPB.

Performance:

You get things done, achieve ambitious goals and the RSPB's aims.

In line with these competencies, the following behaviours are essential upon appointment to this particular role and will need to be part of what you do for you to add value to the RSPB:

- ❖ Focuses on the things that are most important in their work area.
- ❖ Demonstrates enthusiasm for their work and for the RSPB.
- ❖ Trusts the decisions and expertise of others.
- ❖ Makes the effort to collaborate with others even when under pressure.
- ❖ Forms positive relationships with different people.
- ❖ Willingly shares knowledge with others.
- ❖ Shares new ideas with colleagues.
- ❖ Speaks positively about the RSPB with colleagues.
- ❖ Understand what's expected of them in their role.

Additional Information

- ❖ The RSPB works for a healthy environment for all and we therefore expect you to take action in accordance with our Environmental Policy and objectives. Together we can make a positive difference for our world
- ❖ In the RSPB, volunteers are a major resource and make a vital contribution to the RSPB's aim to take action for the conservation of wild birds and the environment. Employees are responsible for encouraging, developing and supporting volunteers in their work for the RSPB.