



Job Description

Reconnecting Bernwood, Otmoor and the Ray (RBOR) Programme Lead

Hours of work: 35 hours per week (flexible in how worked)

Type of contract: Fixed Term 2 years (with an aspiration for an additional 5 years subject to organisational needs and project funding)

Based at: The Lodge, Oxford/ Meadow Farm, Blackthorn with travel to other sites as required. Hybrid working available.

Croner rank: 4

Job Purpose

This post is part of the Reconnecting Bernwood, Otmoor, and the Ray National Lottery Heritage Fund (NLHF) programme and will manage delivery of development projects and the application for round 2 funding bid to the Heritage Fund.

Reporting Line

The post holder reports to the Head of Landscape Recovery.

Line Management

Two direct line reports; Nature Recovery Project Officer and Community Engagement Officer.

Key Responsibilities

- To manage the delivery of the 2 year development phase of the Heritage Fund RBOR programme, which consists of a number of projects
- Manage contracts for cross-cutting themes e.g. monitoring & evaluation plan
- Manage project staff
- Partner liaison and partner contracts
- Writing and co-ordinating round 2 application and supporting documents
- Tracking and monitoring budget and deadlines
- Work with the Fundraising and Finance teams to ensure compliance with grant scheme requirements and develop match funding
- Regular reporting to monitor and escalate risks to project steering group
- Organising internal and external steering group meetings
- Overseeing all themes of work/quality control of the project programme
- Contribute to development of an Area Action Plan for Round 2 application
- Any other duties as delegated by the Chief Executive.

Person Specification

- Experience of successful partnership working with a range of stakeholders
- Excellent written and oral communication skills to a range of audiences
- Proven success in writing funding applications for large, collaborative projects
- Skills and ability to prioritise workloads and meet deadlines



- Skills and ability to manage project budgets and staff
- Competent in use of ArcGIS
- Competent in use of MS Office functions such as Word and Outlook and advanced Excel
- Ability and willingness to demonstrate the BBOWT behaviours and values
- Current UK valid car driving licence.

Measurements Of Success

- Submission of well-developed Round 2 application to the Heritage Fund within required timeframe
- Effective representation of BBOWT with project partners and farmers/landowners
- Amount of supervision required to achieve the above