

Candidate Information Pack

Inner Forth Landscape Initiative Programme Manager – Maternity Cover



JOB DESCRIPTION

Job Title	Inner Forth Landscape Initiative Programme Manager (maternity cover)
Purpose of Job	To manage successfully the delivery of the Inner Forth Landscape Initiative by overseeing the delivery of 50 projects as set out in the scheme Landscape Conservation Action Plan. Manage project staff, work closely with a steering group and report to a Board, both comprising of project partners.
Salary Range	£28,000 - £32,000
Dept/Reserve	South and West Scotland Region
Primary Work Base	RSPB Skinflats Reserve Office (north of Grangemouth) with some flexibility to work from Glasgow/Edinburgh
Line Manager	Conservation Manager
Reportees	Community Engagement Officer, Cultural Heritage Officer, Communications Officer, Interpretation Officer, Finance & Administration Officer, Trainees, volunteers and contractors
Main Duties	
<ol style="list-style-type: none"> 1. To manage the delivery phase of the Inner Forth Landscape Initiative (this contract is a maternity cover contract during the third year of the delivery phase); 2. To manage a team of 5 staff plus trainees, volunteers and contractors; 3. To deliver a robust project management and reporting system to coordinate the effective delivery of projects by multiple partners as set out within the Inner Forth Landscape Conservation Action Plan; 4. To take responsibility for risk management across programmes 5. To oversee management of the Initiative budget, monitor income and expenditure, and provide regular financial reports to Board; 6. To prepare and submit quarterly reports and claims to HLF and other funding sources as required; 7. To monitor and evaluate the outputs and outcomes of the Landscape Initiative in line with the LCAP and established good practice; 8. To prepare a legacy plan for the Initiative to include the management and maintenance measures put in place, along with funding secured to cover a period of 10 years after the finish of the Scheme. 9. To assist with securing and managing match funding as required 10. To be responsible for Health and Safety issues for the Inner Forth LI team. 	
Other Duties	
<ol style="list-style-type: none"> 1. Give talks and attend demonstrations and events designed to promote the project. 2. Deal with any media & general enquiries regarding the project. 3. Liaise with other similar projects. 	

4. Provide articles promoting the work of the project as necessary.

Partnership Information

This post is a maternity cover contract to manage delivery of this major programme of landscape improvement in the Inner Forth during the third year of the delivery period. Secondments will be considered for this post.

This project is a partnership between Clackmannanshire Council, Central Scotland Green Network Trust, Falkirk Council, Historic Environment Scotland, RSPB Scotland, Scottish Natural Heritage, Stirling Council and Sustrans.

The Inner Forth Landscape Initiative is a Landscape Partnership Scheme **supported by the National Lottery through the Heritage Lottery Fund.**



Supported by

The National Lottery®
through the Heritage Lottery Fund



PLEASE ASSUME REQUIREMENT IS ESSENTIAL UNLESS STATED AS DESIRABLE

Education/Qualifications	
Educated to degree level standard or equivalent.	
Knowledge	
Health & Safety awareness.	
Knowledge of environmental and landscape designations	Desirable
Familiar with Inner Forth area	Desirable
Skills	
Strong interpersonal and communications skills.	
Ability to produce internal and external reports.	
Good computer skills.	
Budget management	
Must be able to travel, with equipment, to events and locations which have limited or no public transport links	
Experience	
Management of staff and/or contractors.	
Experience of financial procedures and budgets.	
Experience of project management	
Experience of applying for or managing grants or grant claims	
Working for an HLF or other externally funded project	Desirable
Experience of partnership working	Desirable
Experience working for the charity sector	Desirable
Experience of working with communities and community groups.	Desirable
Other	
Ability to work under own initiative.	
Willingness and ability to work occasionally outside normal office hours, including evenings and weekends.	
Interest in conservation and/or sustainable development	Desirable
Additional Information	
<p>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.</p> <p>You will be expected to apply 'sound value for money' principles in undertaking purchasing or supply of goods and services.</p> <p>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. You will be expected to encourage, develop and support volunteer involvement in our work.</p>	

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 the following behaviours in everything that they do:

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.

How to Apply

We would invite you to complete the application form at the end of the pack and send it on to Clare Bunyard at clare.bunyard@rspb.org.uk

If you have questions about the role please contact Zoe Clelland at zoe.clelland@rspb.org.uk or on 0141 317 9085.

Please take care to ensure you clearly detail how your skills/knowledge/experience demonstrates you are able to deliver on the key result areas, remove the role information and only send the application.

Closing Date	29 January 2016
Interview Date	12 February 2016

Who we are and what we do



The RSPB exists to give nature a home. We help our birds, other wildlife and natural places survive and thrive.

On our doorstep are woods and farmland, moors and marshes, cliffs and mountains. They are home to an astonishing array of precious but threatened wildlife. Every species is unique, but they are all connected to one another. And every one of them needs a home to survive.

Sadly, many of our best loved and most iconic species can't find a welcome home here any more. It's our job to change this. A country that's not home to skylarks and puffins, red squirrels and hedgehogs is not a country any of us want to live in.

To protect our threatened birds and other wildlife, we need to protect the places where they live. If we are taking care of nature, we are taking care of ourselves and future generations.

The RSPB in a nutshell

The Royal Society for the Protection of Birds (RSPB):

- Was formed in 1889 to counter the barbaric trade in bird plumes for women's hats
- Has since grown into a world-leading wildlife conservation organization and now speak out for all birds and wildlife, tackling the problems which threaten our environment
- Has over a million members, including more than 200,000 youth members
- Has more than 2,000 active staff members and almost 18,000 volunteers, who donate more than a million hours of their time – that's the equivalent of 600 full-time staff
- Has a NET income available for charitable purposes of £89.3 million
- Has more than 200 nature reserves covering 143,7800 hectares and home to 80% of our rarest or most threatened bird species
- Has a UK headquarters, three national offices and eight regional offices
- Has a network of over 150 local groups and more than 150 youth groups
- Has an impressive global reach, with active projects and capacity building programmes in 26 countries and 10 UK Overseas Territories
- Is the UK partner and leading player, in Birdlife International
- Has the largest charity mail order operation in the UK, and also has the UK's most successful charity credit card

Volunteers

Volunteers founded the RSPB 125 years ago and remain a vitally important part of the organization today; there are approximately nine volunteers for every paid member of staff

Our volunteers bring a unique range of skills and qualities to the RSPB, help stretch our scarce resources and keep us in touch with grass roots.

Our Strategy, Mission and Cultural Values



Our Strategy

Our vision: a world richer in nature

Imagine this. Wild birds and other wildlife will no longer be declining. Nature is restored, enriching and sustaining the lives of people as a result. Such a world would guarantee that future generations have clean air and water, a stable climate, abundant and diverse wildlife, and a robust, diverse and sustainable economy.

Our long-term purpose: saving nature

We believe that:

- There is a moral imperative to save nature
- Nature is crucial for peoples quality of life and the planet's life support systems
- Birds are an integral part of the web of life
- We are well placed to stand up for birds and all nature
- The challenge is great, we must work with others to succeed
- We need growing popular support

Our Mission

By 2020...

Our work is both urgent and important and we need to act now to make a difference. The world's governments have committed to halting biodiversity loss by 2020 and we will challenge them, as well as businesses, civil society and ourselves, to take the steps necessary to reach this goal, and then go further.

Our Cultural Values

Our cultural values are the way we work with each other and partners:

Bold

We speak out honestly for what we believe in, aiming higher and pushing further for growth. We seek to provide innovative, fun and sociable ways for people to get involved

Focused

We identify where birds and wildlife are most under threat, then act decisively and with commitment to save them and deliver tangible results

Supportive

We support each other and our sector partners in order to flourish, and make sure our supporters receive reward and recognition for their contribution

Together

We work together for the biggest possible impact across the RSPB and with partners across the UK and globally



Working at the RSPB

Hours of work

Normal hours of work for full-time employees are 37.5 hours per week. We are introducing new Flexitime and TOIL frameworks to recognise the commitment of staff and their willingness to be extremely flexible in the interests of conservation and the organisation, with the aim of making flexibility available to as many people as possible.

Leave entitlement

Holiday entitlement in a full year is 26 working days, four of which must be taken during the RSPB's Christmas shutdown. Public holidays (or days in lieu) are additional to annual leave. Long serving staff receive additional holidays:

3 years continuous service 28 days

7 years continuous service 30 days

Part-time staff (which includes part-year staff) are entitled to a pro-rata number of days annual leave.

The RSPB prides itself on being a flexible and supportive employer. We have a range of options available to support our employees including parental, family, and special leave alongside our maternity and paternity leave arrangements. More details of entitlements when working at the RSPB can be found on our intranet page.

Payment during sickness absence

The RSPB operates an Occupational Sick Pay Scheme (OSP) in parallel to Government Statutory Sick Pay Scheme. OSP allowances are determined by length of service from 30 days (6 weeks) in your first year up to 180 days (30 weeks) after 5 years service

For part-time employees, OSP is based on the number of days worked per week and paid at the normal part-time rate.

Learning & development

The RSPB is committed to supporting new employees. We offer a wide range of learning and development opportunities including on-going training, e-learning and through our induction process.

We have a long standing commitment which has survived the economic downturn, to providing quality learning and development opportunities. We prioritise leadership and management which is key to people motivation and success. Our recent leadership programmes have received the Institute of Leadership and Management accreditation.

The Learning and Development team's focus and aim is to aid the organisation to succeed.

The RSPB is currently going through a job evaluation review. We just wanted to let you know that all jobs are subject to this review, including our current job vacancies. The results of the job evaluation review and the new payband structure will be implemented across the RSPB early in 2016 and you will be kept fully informed of the outcomes.

Staff benefits

Pension

The RSPB currently operates a defined benefit pension scheme, called a cash balance scheme. Both members and the RSPB make contributions to the scheme and the RSPB bears the administration costs of running the scheme. The RSPB's cash balance scheme is contracted in to the State Second Pension.

Flexitime

The RSPB operates a flexitime system.

Childcare Voucher Scheme

The Childcare Voucher Scheme is open to all employees who are parents or guardians and currently use childcare facilities. Employees can opt to receive part of their salary in childcare vouchers up to a maximum of £243 per month to use with a wide range of childcare providers. The amount received in vouchers is tax free.

Employee Assistance Scheme

All RSPB employees have free access to an Employee Assistance Programme provided by The Validium Group. This service is available 24 hours a day, 365 days a year.

Green loans

Employees can apply for an interest-free loan to buy a bicycle or a season ticket.

Free entry to RSPB Nature Reserves and discount on RSPB retail items

Employees can visit any RSPB reserve free and can receive up to 20% off retail items in the RSPB's shops.

Staff Association

The Staff Association is the official, independent body that exists to protect and promote the interest of its members, to represent their views and to act as a consultative body. It is officially recognised and supported by the Management Board and Council as the formal channel for the communication of staff views. All employees are eligible to join the Staff Association.

Sabbatical leave

For every seven years continuous service from the date of joining and each seven years thereafter, all employees are eligible to apply for a sabbatical. We give a maximum of four weeks paid leave.

Life Assurance

All our staff are automatically covered for death in service benefit. This cover is not conditional on becoming a contributory member of the RSPB pension scheme. A lump sum of three times their pensionable salary at the date of the employee's death is paid to their beneficiaries or estate.

Relocation policy

We are able to offer a limited amount of financial help towards relocation costs for employees, depending on the circumstances.

Environmental Statement

We have a role to play in protecting our environment by being as 'green' as possible. As a conservation organisation, we know a healthy environment is critical for nature and that we need to lead by example. Through our environmental management system (EMAS), we have an Environmental Policy, objectives and targets which prioritises where we can do most. All staff members are asked to respect and adhere to our green principles

Equality and Diversity at the RSPB

The RSPB is part of a global network that incorporates a diversity of traditions and cultures, and which represents different inheritances, backgrounds, influences, perspectives and experiences. A better understanding of people's differences will help us to appreciate and value everyone's contribution, and recognise that we are all an integral and invaluable part of the RSPB.

Everyone has the right to be treated with consideration and respect. The RSPB is committed to achieving a truly inclusive environment for all, by developing better working relationships that release the full potential, creativity and productivity of each individual, and an atmosphere where everyone can learn, work and live free from prejudice, discrimination, harassment and violence.

The RSPB aims to ensure that all staff, volunteers, partners, clients, contractors, members and the general public are treated fairly. Unless it can be shown to be justified, this will be regardless of sex, sexual orientation, gender re-assignment, marital or civil partnership status, race (including colour, nationality, ethnicity, or national origin), disability, medical status, age, religion or belief, political opinion, social or economic status, or ex-offender status.

Employment Checks

All offers of employment are made subject to the following criteria:

Proof of eligibility to work in the UK, Satisfactory Employment Health Check, Two references satisfactory to the RSPB and where required a **Satisfactory Criminal Records Bureau Check**.

Applications from candidates requiring a certificate of sponsorship under the UK points-based immigration system will not be considered if there are suitable candidates who do not require sponsorship. This is because employers need to demonstrate that they are unable to recruit a resident worker, before they can recruit a non-resident worker*.

The resident worker rule does not prevent applicants requiring sponsorship from applying for our vacancies, but such applications should be made on the understanding that they can only be considered subject to the restrictions above.

For further information, please visit the Home Office UK Border Agency website.

**This rule does not apply to those applying for roles that require a bachelor, postgraduate degree or postgraduate certificate in education qualification. It is necessary for the qualification to be an essential requirement for the role and the applicant to prove that they possess such a qualification (or have completed a minimum of 12 months study in the UK towards a UK PhD), which is recognised in the UK.*



giving
nature
a home

APPLICATION FOR EMPLOYMENT

STRICTLY CONFIDENTIAL

PLEASE REFER TO VACANCY DETAILS FOR RETURN ADDRESS

Job Ref. No.	A4771215		
Position applied for			
Location			
How did you first learn of this vacancy?			

Identification details (BLOCK CAPITALS PLEASE)

Surname			Dr/Mr/Mrs/Miss/Ms/Other		
Forenames					
Address					
			Postcode		
Email address					

May we, with discretion, phone you at work? Yes ☐ No ☐

Home tel no		Business tel no	
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Do you hold a current, valid driving licence?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, what type?	Full <input type="checkbox"/>	Provisional <input type="checkbox"/>
If yes, do you have any current endorsements?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, please give details of any current endorsements.		

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Qualifications relevant to this application (including technical and/or professional). Please provide details (*note that these may be verified on appointment*)

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Current membership of any professional or technical organisations. Please provide details (*note that these may be verified on appointment*)

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Employment history

Please give details of all jobs held, including part-time and unpaid work, **starting with your current or most recent employer**. Continue on a separate sheet if necessary.

Employer's full name & address	Job title/ Key achievements & areas of responsibility	Length of time in job/ Reasons for leaving/ Final salary in role

Relevant skills/knowledge/experience

You should outline below how your skills/knowledge/experience meet the requirements of the role profile. You may draw on past employment and/or out of work activities. Please include details of any scientific papers you have had published. Continue on a separate sheet if necessary.

Why are you interested in applying for this post?

Continue on a separate sheet if necessary.

Length of notice

Declaration

The information on this form will be used for recruitment and selection purposes only and if your application is successful it will form part of your employment record. All unsuccessful applications will be destroyed twelve months after the closing date for positions advertised in Scotland, England and Wales and three years after the closing date for positions advertised in Northern Ireland.

Are you eligible to work in the UK ?

Yes ☐

No ☐

For Internal applicants only: In the event of my application being successful give my permission for the HR Department to approach my line manager for an internal reference.

If it is discovered that you have given any information, which you know to be false, or withhold any relevant information your application may be rejected or any subsequent employment terminated.

I confirm that the information contained in this application form is correct.

Signature

Date