

Job description - Hamsterley forest project officer (PB5)

Job summary

The Hamsterley Masterplan development consists of:

- the creation of improved visitor facilities within new energy efficient buildings, including a new café & terrace, cycle hire, visitor information point, improved toilet facilities with a 'changing places' facility, additional parking & open green space for picnicking and family activities
- improved staff welfare facilities including office space for 12 Forestry England employees.
- new blue graded mountain bike trail.
- substantial improvements to incoming and outgoing utilities.
- demolition of several dilapidated structures whilst being sensitive to existing ecology on site.
- new operational depot for Forestry England equipment and vehicles.
- go ape high ropes course (delivered in partnership with Adventure Forests Limited)
- forest holidays cabin development (delivered in partnership with Forest Holidays)

The Masterplan Project has been given internal approval to submit a planning application and the next phases of the project will focus on fundraising for construction once the planning permission is granted. This will also involve the detailed designs of the Forestry England buildings and infrastructure and the planning of the implementation to ensure the forest remains open for visitors throughout.

Reporting to and working alongside the Hamsterley Forest Project Manager, you will support the development of the project design and, subject to planning approval, the implementation of the development. You will also provide support to the coordination mechanisms with project partners and play a key role in maintaining and developing budget tracking for the project and for funding applications. The successful candidate will work with both district and national colleagues, including close engagement with the Hamsterley Area team who will ultimately utilise the buildings; national project management office; finance team; communications colleagues; commercial services; civil engineering; building surveying; land management; design team; ecology; Health & Safety; and IT teams. You will also have the opportunity to support a range of other projects across the North England Forest District as appropriate, depending on workload.

Key responsibilities & accountabilities

- provide project management support to the project manager and the program manager in line with Forestry England's project management process and procedures including: supporting the preparation of business cases in line with the Forestry England Business case guidance.
- support in the preparation of funding applications
- assist in maintaining project controls and producing project reports, maintaining the project files and ensuring robust version controls are in place
- organizing key internal and external project meetings and providing secretariat support
- assist with maintaining the stakeholder management plan
- assist with the monitoring of project spending, through maintenance of finance trackers and projections
- assist with and maintain the risk and issues log
- assist with managing contracts and procurement exercises
- provide project management to smaller projects, which may form part of the hamsterley masterplan, such as play, trail and car park improvements

Location is flexible within the North of England, however there will need to be regular weekly attendance at Hamsterley Forest (County Durham) for site meetings.

And any other tasks, reasonably requested by your line manager.

Location-Specific Information (optional)

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Skills, knowledge & experience

Essential professional and technical experience

- competent IT user with experience in MS Office suite of applications
- highly organized with an understanding project management structures and attention to detail in the management of filing systems
- the ability to plan ahead; break down problems into constituent parts; apply logic; identify and manage risks; oversee budgets
- experience of building relationships to work effectively with a range of stakeholders and contractors

Desirable professional and technical experience

- an understanding of Forestry England recreation facilities and visitor offer
- experience of procurement exercises and contract management
- previous experience working on projects and/or funding applications, or a desire to develop these skills
- full UK driving license

Qualifications

Desirable

- APM, Prince2 or similar project management qualifications

Success profiles

X Experience

Ability

X Technical

X Behaviours

X Strengths