

Job Description - Project Manager (PB4)

Job summary

This role leads the delivery of a high-profile, nationally significant infrastructure programme to create accessible and inclusive Covid Commemoration spaces in the nation's forests. The Project Manager will oversee the planning, coordination, and implementation of multiple projects across England, working at pace to meet fixed timescales and working within set governance arrangements.

Working closely with the Project Director, Senior Responsible Officer (SRO), and a multidisciplinary team, the Project Manager will manage a complex programme of site-based infrastructure improvements stakeholder engagement, procurement, and reporting. The role requires strong leadership, sensitivity, stakeholder management, project governance, and a commitment to inclusive design and co-creation.

This is a fixed-term role aligned to the lifespan of the programme, with a strong emphasis on legacy, accessibility, and community collaboration.

This is a Temporary Appointment until 30th June 2028 with the possibility of extension or permanency but no guarantee. Some travel across England will be required with occasional overnight stays necessary. The role will be based in a local Forestry England office with flexibility for blended working (see details below). Please be aware that this role can only be worked in the UK and not overseas.

Key responsibilities & accountabilities

Project Leadership & Delivery

- Lead the day-to-day management of the programme in line with funding agreements and programme objectives as well as traditional time, cost, and quality measures.
- Develop and maintain the Project Management Plan (PMP), including scope, schedule, budget, risk, and quality management.
- Coordinate the delivery of multiple infrastructure sites across England, ensuring alignment with organisational and programme objectives.
- Manage project controls, change control, and Gateway reviews in line with Forestry England's project lifecycle.
- Ensure the project follows the governance of Forestry England's Project Management Office and report into that team regularly during the project duration, escalating issues where necessary.
- Work closely with colleagues across the organisation but especially in district teams to facilitate successful delivery of the programme.

Stakeholder Engagement & Co-Creation

- Facilitate sensitive engagement with communities, advisory groups, and stakeholders to ensure outputs reflect lived experience, inclusive and collaborative design.
- Work with internal teams (e.g., Landscape Architecture, Civil Engineering, Marketing & Comms) and external consultants to deliver accessible and reflective spaces.
- Ensure inclusive design principles and Equality Impact Assessments are embedded throughout engagement, design and delivery.
- Build and maintain strong relationships with key partners and make sure communication is clear, consistent, and two-way.

Procurement & Financial Management

- Lead procurement exercises for design and construction services, ensuring compliance with Forestry England procurement policies.
- Monitor project spend, manage contracts, and ensure value for money across all project components.
- Prepare cost reports and liaise with Finance and the Senior Responsible Officer to ensure financial transparency.

Governance & Reporting

- Report progress to the Project Board, PMO, and external stakeholders, including quarterly updates and evaluation reports.
- Ensure robust documentation, version control, and use of a central information repository.
- Support the SRO and Project Director in strategic decision-making and benefits realisation.
- Support monitoring and evaluation activity to evidence programme benefits, including visitors wellbeing, accessibility improvements and community impact.

Health, Safety & Quality Assurance

- Manage reputational and stakeholder risk associated with a sensitive programme, ensuring language, design and delivery are appropriate and inclusive.
- Ensure compliance with Construction Design Management 2015 regulations and Forestry England's Health & Safety policies.
- Coordinate risk assessments and quality assurance processes throughout the project lifecycle.
- Complete Equality Impact Assessments as part of the planning process.
- Promote sustainability and accessibility in all aspects of project delivery.

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

Skills, knowledge & experience

Essential professional and technical experience

- Proven experience managing complex infrastructure or place-based projects to time, cost and quality.
- Strong project management skills including risk, budget, programme and change control.
- Experience of working with multiple stakeholders, including dispersed internal teams and external partners.
- Ability to produce clear governance, reporting and documentation in line with organisational standards.
- Experience of procurement and contract management within a public or regulated environment.
- Strong communication skills and the ability to operate effectively in sensitive or high-profile contexts.
- Proficiency in MS Office (Word, Excel, Outlook, Teams) and project management tools.

Desirable professional and technical experience

- Project management qualification (e.g. APM, PRINCE2 or equivalent).
- Experience working with government departments or in the public sector.
- Understanding of accessibility, inclusive design or wellbeing in public spaces.
- Familiarity with Forestry England systems (e.g., eFinancials, PMO tools).

Qualifications

Essential

- Degree or equivalent experience in project management, landscape architecture, civil engineering, or a related field

Desirable

- Professional project management certification (e.g., APM, PRINCE2).

