

Job description - Project Manager PB4

Job summary

This role leads the delivery of a high-profile national infrastructure programme to create accessible and inclusive, co-created spaces in the nation's forests. The Project Manager will oversee the planning, coordination, and implementation of the project, ensuring it meets the complex programme, working at pace and to tight timescales.

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, 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 31st March 2027 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 ensuring delivery to time, cost, and quality.
- 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 the 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 meaningful engagement with communities, advisory groups, and stakeholders to ensure 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.
- 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 SRO 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 the Common Data Environment (CDE).
- Support the SRO and Project Director in strategic decision-making and benefits realisation.
- Ensure project benefits are identified, understood, measured, tracked, and owned.

Health, Safety & Quality Assurance

- Ensure compliance with CDM 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.

Location-specific information

- Blended working pattern with the ability to commute to a local Forestry England office. Work can be a combination of virtual and office-based work.
- Some travel to sites and stakeholder meetings across England, with possibility of some overnight stays.
- Expected to attend in-person project team meetings and site visits as required.

Skills, knowledge & experience

Essential professional and technical experience

- Proven experience in managing complex infrastructure or public realm projects.
- Strong project and contract management skills, including risk, budget, and change control.
- Demonstrated experience in inclusive design and community co-creation.
- Excellent stakeholder engagement and communication skills, especially with dispersed teams.
- Proficiency in MS Office (Word, Excel, Outlook, Teams) and project management tools.
- Experience in procurement and financial reporting.

Desirable professional and technical experience

- APM, PRINCE2, or equivalent project management qualification.
- Experience working with government departments or public sector bodies.
- Familiarity with Forestry England systems (e.g., eFinancials, PMO tools).
- Understanding of health and wellbeing benefits of green spaces.

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).

Behaviours

- Communicating and Influencing
- Delivering at Pace
- Making Effective Decisions