

## Job Description

<b>Capital Projects Manager</b>	
<b>Grade</b>	F
<b>Directorate</b>	Delivery
<b>Place of Employment</b>	Yare House, The Dockyard and homeworking

### Main Purpose of the Job:

Funded by Defra, this post will lead the planning, delivery, and monitoring of capital projects across the national park, ensuring investment delivers measurable environmental, heritage, and community outcomes in accordance with the grant conditions and the Authority's strategic objectives.

The Projects Manager will take overall responsibility for the programme of capital works (including habitat creation, restoration, access and tourism infrastructure) , managing budgets, contractors, consultants and partner organisations. The role will ensure compliance with Defra grant conditions and represent the Authority with partners, landowners, communities and stakeholders throughout the protected landscape.

The post is full-time and fixed-term, subject to the duration of the Defra grant funding.

### Main Activities and Responsibilities:

1. Day-to-day project management of the capital programme, in accordance with the Authority's procedures, managing risks and reporting to the appropriate governance arrangements.
2. Develop and maintain detailed project plans and programmes of work, ensuring timely delivery of all capital and revenue project milestones, outputs and outcomes in line with grant conditions.
3. Monitor and report on progress according to the planned programme of work and against expected performance indicators, including financial targets, deliverables, outputs and environmental outcomes.
4. Ensure all expenditure is eligible and evidenced, and procurement follows the Broads Authority Standing Orders Relating to Contracts.
5. Monitors spend against budget forecast across all capital project workstreams and propose (re)allocation of funds where needed, maintaining accurate financial records at all times.
6. Oversee all additional project procurement activity in line with the Authority's procurement rules and relevant regulations, managing the appointment and performance of contractors, consultants and service providers.
7. Ensure compliance with grant conditions, planning consents, environmental regulations and other legal requirements, maintaining appropriate records and evidence throughout the project life and beyond closure.
8. Coordinate effectively with partner organisations, landowners, communities and other stakeholders to support delivery of projects on the ground, building positive working relationships across the landscape.
9. Lead on the development and delivery of project communications, including preparation of reports to committees, production of case studies and public-facing materials, and liaison with the communications team.

10. Support the development of future project proposals and bid applications for subsequent phases of Defra or other grant funding.

### Key Relationships:

1. Reports to the Head of Operations as line manager.
2. Close liaison with the Delivery Directorate, Operations, Finance, Planning, Ecology, Access and Communications teams across the organisation.
3. Coordination of project partners, including local authorities, wildlife trusts, land management organisations, community groups and other NGOs operating across the national park.
4. Procurement and supervision of external consultants, contractors and service providers commissioned to deliver project elements.
5. Regular communication with the Management Team on funding and expenditure in connection with grant conditions, reporting and claims.

### Person Profile

Specification	Essential	Desirable
<b>Education &amp; Qualifications</b>	<ul style="list-style-type: none"> <li>▪ Excellent numeracy skills and financial management skills.</li> <li>▪ Qualification in Project Management, or demonstrable equivalent experience managing complex, externally funded projects.</li> <li>▪ Degree or equivalent qualification in a relevant subject such as environmental management, land management, geography, heritage, planning or a related field.</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>

Specification	Essential	Desirable
<b>Specialist Knowledge &amp; Skills</b>	<ul style="list-style-type: none"> <li>▪ Excellent project management skills, including the development and management of detailed programmes of work.</li> <li>▪ Sound financial management skills, including budget monitoring, forecasting and reporting against external grant conditions.</li> <li>▪ Experience in managing capital projects, including procurement and supervision of contractors.</li> <li>▪ Good IT skills, including project management tools, spreadsheets and document management systems.</li> <li>▪ Ability to create and implement project communication plans and business engagement strategies.</li> <li>▪ Experience of maintaining accurate records and evidence trails for projects, including audit support and DEFRA review of funding.</li> <li>▪ Ability to work effectively with a wide range of people from differing backgrounds, building trust and positively influencing behaviour.</li> <li>▪ Good understanding of the natural environment, landscape, heritage and conservation issues relevant to protected landscapes.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Experience of working with the land management sector, including providing advice to farmers, landowners or estate managers.</li> <li>▪ Knowledge or experience of habitat management, wetland ecosystems, species conservation or built heritage.</li> <li>▪ Knowledge of planning policy and regulation as it applies to development and land management in protected landscapes.</li> <li>▪ Experience of fundraising and contributing to external grant bids.</li> <li>▪ Knowledge of monitoring and evaluation frameworks, survey techniques and environmental data management.</li> <li>▪ Ability to use GIS software.</li> <li>▪ Knowledge of Defra grant funding mechanisms, including conditions, eligibility rules, evidence requirements and reporting obligations.</li> </ul>

Specification	Essential	Desirable
<b>Mental Skills</b>	<ul style="list-style-type: none"> <li>▪ Able to work independently, use initiative and manage a complex and varied workload.</li> <li>▪ Forward thinking, with the ability to design and manage multiannual project plans and anticipate risks.</li> <li>▪ Initiative to provide appropriate interpretation of funder guidance within the general framework set by Defra and the Authority.</li> <li>▪ Able to work equally effectively as an individual or as part of a multidisciplinary team.</li> </ul>	
<b>Interpersonal &amp; Communication Skills</b>	<ul style="list-style-type: none"> <li>▪ Excellent written and verbal communication skills, able to communicate project progress, risks and outcomes to a wide variety of audiences.</li> <li>▪ Ability to communicate complex, technical or financially sensitive information, including presenting to committees and governance bodies.</li> <li>▪ Ability to provide advice, guidance and negotiating with landowners, communities, partners and contractors.</li> <li>▪ Ability to draft professionally written reports, funding claims, contract documents and correspondence.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Experience of facilitating workshops, community engagement events or training sessions.</li> <li>▪ Experience of producing public-facing communications materials including case studies, newsletters or social media content.</li> </ul>

Specification	Essential	Desirable
<b>Physical Skills</b>	<ul style="list-style-type: none"> <li>▪ Ability to travel to countryside locations away from public transport links.</li> <li>▪ Ability to traverse uneven ground when visiting rural project sites.</li> <li>▪ High degree of precision in preparing financial spreadsheets and grant claims under time pressure.</li> <li>▪ Considerable precision in contract preparation and maintenance of project records.</li> <li>▪ Full driving licence.</li> </ul>	
<b>Initiative &amp; Independence</b>	<ul style="list-style-type: none"> <li>▪ Excellent organisational skills, able to manage concurrent workstreams, procurement exercises and project outcomes.</li> <li>▪ Ability to put forward recommendations based on evidence gathered and assessment of project feasibility.</li> <li>▪ Ability to respond independently to unexpected site, contractor or project-related issues.</li> <li>▪ Initiative to provide appropriate interpretation of funder guidance within the general framework set by Defra and the Authority.</li> <li>▪ Able to work equally effectively as an individual or as part of a multidisciplinary team.</li> </ul>	

Specification	Essential	Desirable
<b>Physical Demands</b>	<ul style="list-style-type: none"> <li>▪ Regular site visits to capital works and project locations across the protected landscape.</li> <li>▪ Occasional visits to remote, difficult terrain or locations accessible only by boat or on foot.</li> </ul>	
<b>Mental Demands</b>	<ul style="list-style-type: none"> <li>▪ Prolonged periods of concentrated mental attention when working on report writing, grant claims, contract preparation and budget management, subject to frequent interruptions and competing deadlines.</li> </ul>	
<b>Emotional Demands</b>	<ul style="list-style-type: none"> <li>▪ Contact with the public, landowners, contractors and a range of stakeholders may occasionally place emotional demands on the post holder.</li> <li>▪ Ability to handle sensitive or contentious issues constructively and professionally, including where there are competing interests in the landscape.</li> </ul>	
<b>Responsibility for People</b>	<ul style="list-style-type: none"> <li>▪ Coordination role in a multidisciplinary project team across partner organisations.</li> <li>▪ Where appropriate, provision of direct project related information, including health &amp; safety to landowners, communities and other project beneficiaries.</li> <li>▪ Responsibility for ensuring safe and responsible delivery of capital works with appropriate attention to health and safety, equality and environmental responsibilities.</li> </ul>	

Specification	Essential	Desirable
<b>Responsibility for Supervision</b>	<ul style="list-style-type: none"> <li>▪ Appointing, briefing and managing the activities of a range of external contractors, consultants and service providers.</li> <li>▪ Coordination of other staff and third-party organisations, with an impact on their workload and programme.</li> </ul>	
<b>Responsibility for Financial Resources</b>	<ul style="list-style-type: none"> <li>▪ Responsible for ensuring all procurement activity is carried out in accordance with the organisation's financial regulations and capital grant conditions. Budgetary authority rests with [Director of Resources]; however, the postholder is accountable for ensuring that all expenditure within their remit (£250k) is appropriately authorised, sourced compliantly, and documented in line with Financial requirements.</li> <li>▪ Responsibility for financial monitoring of a capital programme funded by Defra.</li> <li>▪ Responsible for collating financial information, preparing payment claims and advising on project costs and (re)profiling of budgets.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Experience in identifying and applying for additional funds to leverage or extend project investment.</li> </ul>
<b>Responsibility for Physical Resources</b>	<ul style="list-style-type: none"> <li>▪ Retaining relevant project documentation and evidence for audit purposes, including provision for records to be kept beyond project closure as required by grant conditions.</li> </ul>	

Specification	Essential	Desirable
<b>Working Conditions</b>	<ul style="list-style-type: none"> <li>▪ The post holder will be required to attend meetings, site visits and stakeholder events across the protected landscape and beyond.</li> <li>▪ Occasional evening and weekend working may be required to fulfil project commitments.</li> </ul>	

Last updated: June 2026