



Senior Project Manager, Fidra

Application Pack

Fidra

We are an environmental charity based in Scotland. Our vision is of a world where societies are sustainable and ecosystems are healthy. Our mission is to achieve pragmatic and proportionate solutions to discrete environmental issues using best available science working in collaboration with the public, industry and government.

Current projects

Fidra fulfils its mission through discrete demonstrator projects that seek to address environmental threats from pollution and habitat degradation. We are recruiting a Senior Project Manager to develop and lead new initiatives or take on existing initiatives in the area of pollution and biodiversity.

Fidra projects include:

[PFAS free](#) – eliminating the use of PFAS in school uniforms and in takeaway food packaging.

[The Great Nurdle Hunt](#) - reducing the ongoing release of raw plastic pellets into the environment.

[Sustainable Fire Safety](#) – aiming to reduce the use of chemical flame retardants and increase transparency where they are used in furniture and furnishings

[UK Chemical Strategy](#) – promoting a robust and effective UK Chemical strategy

[Pitch-in](#) - addressing loss of microplastic rubber crumb from artificial sports pitches.

[Best Fishes](#) - striving for best practice in Scottish salmon farming through informed choice and assessing alternatives to polystyrene fish packaging.

[Beat the receipt](#) - extending the ban on BPA in receipts to all bisphenols in receipts.

[The Cotton Bud Project](#) - banning the sale of plastic stemmed buds.

In addition, Fidra works collaboratively with a range of partners across national and international NGOs and industry.



THE OPPORTUNITY

This is an exciting opportunity to join a highly motivated and effective organisation to scope, design, deliver and monitor effective science driven environmental projects. As a Senior Project Manager you will be keen to drive results. You will be expected to take forward new ideas, be powered by the science, delve into the detail and context and grasp the complexity of the issues you are working on. You will need to be able to analyse and distil information in a simplified manner appropriate for different audiences. To have an impact you will need to understand policy frameworks and how to influence a range of stakeholders from government, industry to civil society. This will require polite persistence as well as drive, creativity and resilience to ensure change happens. In this role you will be expected to be flexible and agile and willing to move between different projects as required and support more junior members of staff to deliver and grow. You will be joining a small, dynamic and supportive team.

You must be eligible to work legally in the UK.

TERMS AND CONDITIONS

Type of contract: permanent with 6 months probationary period.

Salary Range: £38,000 – £42,000 (full time equivalent) dependent upon skills and experience plus 8% pension contribution.

Location: The Fidra office in North Berwick (homeworking allowed in line with homeworking policy).

Benefits: 30 working days or pro rata equivalent plus 5 days annual leave over Christmas in lieu of public/bank holidays.

Hours of Work: Monday to Friday from 9.00am to 5.00pm. This is a full-time position, but flexible and/or part-time working will be considered.



Job Title	Senior Project Manager:	Location:	North Berwick (flexible)	Reports to:	Director
Role Type:	Permanent			Hours of Work:	Full Time preferred, but part time will be considered
Role Purpose:	To provide senior leadership in the design and effective delivery of environmental projects				
Key Duties and Responsibilities:			Person Specification:		
You will: <ul style="list-style-type: none"> Report directly to the Director and support the Director to provide leadership within the office by taking balanced and timely decisions, enhancing synergies across all projects, including where appropriate non project related representation. In the absence of the Director and Trustees, work with other Senior Project Managers (in line with the urgent decisions triage) to make urgent decisions. Understand relevant policy processes and map, develop and maintain strategic relationships with a range of stakeholders in order to influence change. Understand in-depth the context for the projects on which you are working and contribute to the strategic discussions at Fidra through engagement with management, Trustees, and staff. Research and scope new projects with agreement from the Director and Trustees. Develop clear and realistic project management plans with well-defined results using tools such as the Theory of Change, Results Based Framework, Risk Analysis and Budgets. Deliver projects on which the Senior Project Manager is the lead in a timely manner, with an ability to effectively monitor, and creatively adapt to ensure results. Ensure your projects are well communicated to external audiences through channels such as web content, social media, research reports, case studies and respond to calls for evidence to consultation processes. Share project learning internally through meetings and quarterly reports. Represent Fidra at external events and forums where appropriate. Line manage direct line reports (as defined by organisational structure), to include oversight of work priorities, setting individual performance objectives, carrying out annual performance reviews, agreeing individual training and development plans, holding regular 1-1s, supporting wellbeing and ensuring effective information dissemination. Support the Operational Manager to ensure pastoral care of staff, absences and adherence to Fidra policies. Be expected to carry out other duties, which may or may not be related to the job, as reasonably requested by management. 			You will be: <ul style="list-style-type: none"> Able to lead and advise as well as collaborate as part of a team Able to identify and deliver innovative opportunities and solutions Able to influence others A problem solver who has a pragmatic approach to challenges and a drive and creative ability to push for change Able to be both polite and persistent with ability to adopt and advocate for Fidra values and mission Able to work on your own initiative and operate as part of a small team Flexible to changing requirements that the role may require Resilient under pressure You will have: <ul style="list-style-type: none"> Experience of working at a senior level and making sound decisions at management level An upper second degree in a science or relevant discipline and a minimum of 5 years' relevant work experience in a related field Demonstrated ability to critically appraise and analyse complexity Strong project management skills with demonstrable experience of delivering results Excellent communication skills (written and verbal English) with the ability to summarize technical information for popular audiences and facilitate webinars/workshops Proven experience in desk research and report writing Good strategic thinking and planning skills and strong communication skills Drive for continual improvement A strong commitment to Fidra's approach: evidence based, pragmatic and collaborative You may have <ul style="list-style-type: none"> A postgraduate degree in a relevant discipline or existing knowledge in the field of environmental policy or biodiversity or/and experience in of working in physical science, particularly chemicals. 		



HOW TO APPLY

Applications, consisting of a short covering letter outlining how you meet the requirements of the role and your motivations for applying, a full CV, and contact details for two referees (who will not be approached without your permission), should be submitted via email to:

Catherine Gunby, Director at:

info@fidra.org.uk, copying in catherine.amis@fidra.org.uk

Please put in the heading: Application for Senior Project Manager

Please indicate in your covering letter where you saw this position advertised.

The closing date for applications is **Monday 21 March 2022 at 1600 hours**

First round of interviews will be held in person at the Fidra office provisionally scheduled for **Wednesday 06 April 2022**

Candidates invited to the second round of interviews will be notified by 07 April and these are likely to be held the following week using a virtual platform.

As an equal opportunities employer, we are committed to equality of opportunity in recruitment and will not discriminate on grounds of gender, age, disability, sexual orientation, race, pregnancy or maternity, gender reassignment, religion or belief, or marriage or civil partnership.

Regrettably, due to limited resources and the high number of applications we receive, we are unable to respond to all applications. If you have not heard from us within four weeks of your application, please assume that you have been unsuccessful on this occasion.