

Protecting Scotland's wildlife for the future

Job Description



Title	Inverbroom Project Manager
Contract length	Full time (35 hours per week) Fixed term: October 2025 – March 2030 (Funding Dependent)
Based	Inverbroom, Nr Ullapool
Dept/Region	Conservation
Line Manager	Reserves Manager North

Our Mission

For 60 years, the Scottish Wildlife Trust has worked with its members, partners and supporters in pursuit of its vision of healthy, resilient ecosystems across Scotland's land and seas. The Trust successfully champions the cause of wildlife through policy and campaigning work, demonstrates best practice through practical conservation and innovative partnerships, and inspires people to take positive action through its education and engagement activities. The Trust manages a network of over 100 wildlife reserves across Scotland and is a member of the UK-wide Wildlife Trusts movement.

Our Values

- We are pioneers
- We are always learning
- We act with integrity
- We are evidence-based
- We are impact focused
- We are collaborative

Overall Purpose of the Role

Following acquisition of Inverbroom in Spring 2025, external funding will enable the scoping and delivery of a range of stakeholder engagement, options appraisals and activities on this major landholding. This role will lead an initial development phase, securing the baseline understanding of natural heritage across Scottish Wildlife Trust's newest and largest wildlife reserve. Subsequent to confirmation of Delivery Phase funding, this will form the basis of landscape scale conservation and restoration projects to be delivered in subsequent years.

Scottish Wildlife Trust has a long-term vision to evolve Inverbroom into a thriving wildlife reserve in which local communities enjoy living and working in a landscape of healthy uplands, mature native woodlands, revived rivers and species-rich grasslands. We will work with partners to ensure the benefits of nature-positive land management flow beyond the reserve across the wider landscape and serve as an example of how people and wildlife can prosper together.

Working closely with the existing regional team, newly recruited Natural Heritage Officer and Ecologist, the post holder will lead on developing the next stage of the project and associated funding application to implement ecological restoration and resilience activities to conserve, manage and provide access to over 7,000 hectares of peatland, woodland, freshwater and sub-montane habitats, as well as productive farmland.

Main Objectives

Project Management

- Champion the Vision for Inverbroom with existing and potential stakeholders and contributors.
- Develop and deliver a project activity plan including initial milestones towards achieving the long-term Vision.
- Review results and action recommendations with a holistic landscape view across ecological elements, income generation prospects (including commission of a Property Options Appraisal), farming operation review and Stakeholder Engagement Plan.
- Support high quality events, including sharing best practice and potential donor cultivation.
- Project Governance: facilitate a Strategic Advisory Group, including internal and external representatives.
- Lead on completing Delivery Phase documentation to enable onward funding application(s) (anticipated funder deadlines of February 2027).
- Manage the Development and Delivery Phases of the project (subject to funding) ensuring activities are achieved on time, to the required quality and on budget with scheduled progress reporting.
- Monitor project's progress against Milestones and KPI's ensuring outcomes are being achieved and ensure all funder reports are produced on time and to specification.
- Work closely with project staff and partners to identify and control risks and manage change.
- Provide the primary point of contact and respond to enquiries regarding the Inverbroom Project and oversee relevant communications outputs.
- Engage with identified stakeholders and funders.
- Contractor recruitment and management to deliver identified works, for example thermal drone survey of deer and development of grazing options plan during the Development Phase.
- Work with the Trust's Fundraising team to secure follow-on funding for ongoing activities.
- Support the development and delivery of peatland restoration and forestry projects at Inverbroom as part of landscape scale restoration.
- Scope out partnership opportunities with other organisations for the further development and delivery of the project's engagement opportunities, with particular emphasis on training opportunities in rural areas.
- Build upon the work to date to articulate the Long-Term Vision for Inverbroom (drawing out differentiators) and produce a communication plan to support all elements of the Inverbroom operation (including key messages and protocols).
- Establish an onward Monitoring & Evaluation Framework aligned to and incorporating indicators from the Scottish Wildlife Trust's ecological monitoring framework.

People Management

- Facilitate the Project Team to complete Development and Delivery Phase activities (anticipated October 2025 – March 2030).
- Work closely with the Natural Heritage Officer, Ecologist and Stalker on site, including providing support and oversight of procurement and contract management.
- Work closely with the Reserves Manager North, Reserves Operations Manager North and Reserves Project Officer North to ensure consistency of approach.

Key Internal & External Contacts

Internal

- Liaise with the Fundraising team.
- Role is supported by the Reserve Manager North as line manager of this role.

- Liaise with the Head of Major Projects and Project Managers' Group to provide connectivity across Trust led Major Project teams and share knowledge.
- Liaise with Reserves Managers and Head of Reserves.
- Liaise with the relevant Scottish Wildlife Trust team leads to guide the delivery of activities, including working closely with Reserves; Knowledge and Evidence; Communications, Engagement and Policy teams.

External

- Liaise with contractors and suppliers to ensure procurement and contractual obligations are delivered.
- Liaise with the funders with the support of Trust's Funding & Development team.
- Communicate with local stakeholders and contributors.

Qualifications, Experience (essential/desirable)

Essential

- Substantial experience and knowledge of the environment, nature conservation and biodiversity, which may include an HND/degree in a relevant discipline.
- Demonstrable experience of successfully managing natural heritage projects, and/or a project management qualification.
- Significant experience of working with communities, landowners and contractors.
- Experience of contract management.
- Experience of budget setting and management
- Experience of leading a team of people or project towards goal, outwith line management responsibility, to promote a positive culture.
- Proactive, can-do approach to working with a strong desire to achieve project success.
- Able to work under pressure and adapt to changing circumstances.
- Able to persuade and influence a wide range of people, both internally and externally.
- Excellent organisational and reporting skills.
- Competent IT user able to track and manage complex information.
- Strong communication skills, both verbal and written.

Desirable

- Knowledge of landscape-scale ecological restoration.
- Understanding of citizen science for biodiversity recording.
- Understanding of upland peatland restoration; forestry operations; native woodland regeneration; riparian ecosystems and / or upland farming.
- Experience of developing and writing funding applications.
- Experience of creating and editing website and social media content.
- Experience of working within Scotland's rural landscape and with communities.

Key competencies	Essential	Desirable
Technology and knowledge (IT)	Proficient skills in Microsoft office suite and windows-based applications.	
Organisation and planning	Resilient individual who is able to work independently to deliver high quality outputs to deadlines whilst working as part of a team. Excellent organisational skills with ability to manage own schedule, be proactive and balance competing and diverse priorities.	
Communication (writing/spoken)	Excellent verbal and written communication skills. Experience of working with a range of stakeholders. Ability to gather and interpret information in order to report coherently to others and inform decision making.	Hosting knowledge sharing or promotional events. Championing projects to potential donors and funders. Experience with public and media enquiries.
Numeracy	Comfortable with financial management	
Problem Solving	Excellent analytical and problem-solving skills.	
Judgement	Ability to make sound decisions, identifying and escalating matters of significance.	
Management	A flexible and adaptive attitude to managing change and over-coming challenges, showing strategic leadership.	
Teamwork	Excellent interpersonal and leadership skills to promote positive professional culture. Ability to work within a small team and as a valuable member of the Trust's Scotland wide staff.	
Commitment to organisational culture, values and vision	Must be committed to underpinning the Trust's culture, value and vision through commitment to delivering requirements of the role.	

Additional Requirements	Essential	Desirable	Not applicable
Right to work in the UK	X		
Full Driving Licence	X		
Certification which the postholder will be required to undertake and secure:			
Protection of Vulnerable Groups membership	X		
First Aid Certificate	X		

Author	Sarah Proctor Head of Major Projects	Date	08/05/2025
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