



Job Title:	Project Manager		
Unit / Department:	Delivery team reporting to Sustainable Business Programme Manager		
Bioregional Grade:	Project Manager		
Location	Bioregional offices at BedZED eco-village in the London Borough of Sutton, Surrey. (Hackbridge station)		
Salary:	£30,250 - £35,000 depending on skills and experience	Hours	37.5

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### ***JOB PROFILE***

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#### **Main purpose of the job**

Bioregional champions a better, more sustainable way to live. We work with partners to create better places for people to live, work and do business.

We want to see thriving regional economies where we meet more of our needs from local, renewable and waste resources, enabling people to live happy, healthy lives within the natural limits of the planet, leaving space for wildlife and wilderness. We call this One Planet Living.

We're looking for a project manager to join our growing team of technical sustainability experts. The ideal candidate will have a strong background in environment and sustainability with more than 2 years relevant project management experience.

#### **Scope of job**

The candidate will sit within the sustainable business team and will have the following responsibilities:

- Working with existing and prospective clients to identify opportunities to improve the sustainability of their operations. Project delivery may include running workshops, carbon footprinting assessments, creating guidance documents and research reports, and presenting findings and recommendations.
- End to end project management including scoping project ideas, project planning including timescales and budgets, client management, project team management and quality management, ensuring work is delivered on time and to a high standard.
- Business development and the cultivation of new leads, this will include writing competitive proposals for new clients and partners.

- If relevant, line managing project officer(s) to ensure they develop professionally and personally.
- Identifying current and emerging trends, legislation and policy, and supporting colleagues on content related to your area of expertise.

**Dimensions and limits of authority**

The postholder will be capable of delivering projects with minimal supervision and act as the main point of contact with the client from project inception and throughout delivery.

***Duties and key responsibilities***

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<b>1</b>	<p><b>Project management and delivery</b></p> <p>Deliver sustainability strategy and net zero strategy projects:</p> <ul style="list-style-type: none"> <li>• Manage the delivery of projects through technical and advisory services.</li> <li>• Produce of concise, accurate, well-researched and well-presented reports, and other outputs to clients.</li> <li>• Manage project staff as required.</li> <li>• Communication with project teams, clients and other organisations.</li> <li>• Report and feedback to project team and clients.</li> <li>• Deliver tasks within specified time.</li> <li>• Manage project budgets</li> <li>• Maintain overall relationship with key clients at senior and director level.</li> </ul>	<b>70%</b>
<b>2</b>	<p><b>Business development of new leads, opportunities, and projects</b></p> <ul style="list-style-type: none"> <li>• Attend relevant conferences and events.</li> <li>• Maintain a network of industry contacts.</li> <li>• Respond to tenders and requests for proposals.</li> </ul>	<b>20%</b>
<b>3</b>	<p><b>Knowledge management and continuous learning</b></p> <ul style="list-style-type: none"> <li>• Attend internal and external seminars to develop technical knowledge and industry exposure.</li> <li>• Skills training as appropriate to role which will include technical training and may also include, but is not limited to, line management, project management, IT, and communications.</li> <li>• Foster the development of other members of the team through skills-sharing via the staff development programme.</li> </ul>	<b>5%</b>
<b>4</b>	<p><b>Organisational management</b></p> <ul style="list-style-type: none"> <li>• Maintain accurate and up to date timesheets.</li> <li>• Attend general meetings including project updates, team meetings and line management meetings.</li> </ul>	<b>5%</b>

## ***Skills and experience required***

We acknowledge that no one will ever meet all of the requirements for a role, so if you think this role is right for you then we would love to hear from you.

<b>Criteria</b>	<b>Must haves</b>	<b>Plus</b>
<b>1. Skills/abilities</b>	<ul style="list-style-type: none"> <li>• Track record of successful project management and meeting of deadlines.</li> <li>• Self-motivated with flexible attitude and ability to manage own time, including priority-setting, multi-tasking and problem-solving.</li> <li>• Excellent written and verbal communication skills, with the ability to engage a wide range of people in an appropriate manner.</li> <li>• Ability to apply technical knowledge to analyse problems and create solutions.</li> <li>• Good numeracy skills and comfortable with a range of software packages, in particular Microsoft Word, PowerPoint and Excel.</li> <li>• Track record of successful client management</li> <li>• Track record of successful budget management</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in developing and running workshops</li> <li>• Experience of advanced technical software packages, for example SimaPro LCA, statistical analysis/advanced Excel</li> <li>• Experienced at creating and converting new business leads.</li> <li>• Experience in managing project teams</li> </ul>
<b>2. Knowledge</b>	<ul style="list-style-type: none"> <li>• Technical knowledge in the following areas:               <ul style="list-style-type: none"> <li>- Sustainability strategy development</li> <li>- Carbon footprint calculation and analysis</li> <li>- Good understanding of the concepts and application of circular economy principles</li> <li>- Net zero strategies</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Technical knowledge in the following areas:               <ul style="list-style-type: none"> <li>- Sustainable materials</li> <li>- LCAs</li> <li>- Procurement carbon footprinting</li> <li>- Sustainability in the built environment</li> <li>- Energy efficiency and renewable energy</li> <li>- Net zero strategies</li> <li>- Transport and supply chains</li> </ul> </li> </ul>
<b>3. Education</b>	<ul style="list-style-type: none"> <li>• Educated to degree level (preferably in a related discipline like environmental science, geography, engineering or equivalent) or with relevant work experience</li> </ul>	<ul style="list-style-type: none"> <li>• Masters degree in a relevant technical/sustainability subject</li> <li>• IEMA membership or similar</li> </ul>
<b>4. Experience</b>	<ul style="list-style-type: none"> <li>• At least two years' experience within the sustainability sector, preferably as a consultant.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in the retail, food and beverage or built environment sectors.</li> </ul>
<b>5. Other requirements</b>	<ul style="list-style-type: none"> <li>• Personal commitment to the environment</li> <li>• Commitment to the aims and objectives of Bioregional</li> </ul>	