



JOB DESCRIPTION

NATURE JOBS DEVELOPMENT MANAGER

Responsible to:	Director of Strategic Programmes
Location:	Flexible, with regular working days in our Birmingham office
Term:	18 months fixed term
Hours:	22.5 hours per week (working pattern to be agreed)

Purpose

The Nature Jobs Development Manager will work with a steering group of partners to develop an ambitious new national programme which will aim to create hundreds of paid entry-level work placements in the nature sector for young people from underrepresented groups.

Working with nature sector employers, infrastructure organisations, funders, government bodies, and young people, the postholder will oversee the delivery of multiple development workstreams, coordinate a steering group of partners, and lead the creation of a detailed delivery model and investment proposition for a large-scale national programme.

Main duties and responsibilities

Programme development

- Lead the day-to-day development of the new programme, ensuring development activities are delivered in line with agreed plans, timescales and budgets.
- Work closely with the Director of Strategic Programmes to translate the programme vision into a deliverable programme.
- Manage the delivery of multiple development workstreams, including those led by partner organisations, ensuring findings and recommendations are captured and integrated into programme design.

Partnership and stakeholder engagement

- Build and maintain effective relationships with programme partners, employers, sector bodies, funders and other stakeholders.
- Coordinate programme governance arrangements, including Steering Group meetings and task-and-finish groups.
- Facilitate workshops, consultation activities and stakeholder engagement events to inform programme development.
- Ensure the perspectives of young people are reflected throughout programme design.

Research and programme design

- Maintain an understanding of relevant policy developments, labour market trends and public sector initiatives to inform programme design and strategic alignment.
- Engage Groundwork experts and external specialists to inform the design of work placement and career development opportunities for young people.

- Lead research, consultation and evidence-gathering activities with partners and stakeholders to identify barriers, opportunities and effective approaches to supporting young people into nature careers.

Funding, sustainability and growth

- Develop a programme budget, activity and delivery plan, culminating in a detailed funding proposal to enable programme delivery.
- Develop an income generation plan designed to support a mixed income model supporting a larger and more sustainable programme.
- Contribute to the development of major funding applications and investment proposals to support programme rollout and long-term sustainability.

Learning and reporting

- Coordinate monitoring, learning and evaluation activity across the development phase.
- Prepare reports and presentations for funders, governance groups and senior stakeholders.
- Ensure learning from partners, stakeholders and development activities informs programme evolution and future delivery.

PERSON SPECIFICATION

Specification	Essential	Desirable
Experience of leading developmental projects involving multiple stakeholders and/ or workstreams	✓	
Experience of building partnerships and managing organisational relationships	✓	
Experience of developing complex projects and programmes	✓	
Strong organisational and project management skills	✓	
Ability to analyse, synthesise and interpret information from multiple sources and translate this into practical recommendations and programme design.	✓	
Track record in developing and writing successful funding proposals for large programmes	✓	
Experience of developing detailed budgets for high value programmes	✓	
Knowledge of the nature sector	✓	
Detailed knowledge of the employment support policy and funding landscape	✓	
Commitment to Groundwork UK's values: Collaborative, responsive, focus on impact, and fairness	✓	
Experience of designing/ managing youth employment programmes		✓
Experience of engaging with Lottery funding		✓
Lived experience of any of the issues that Groundwork exists to address		✓