

JOB DESCRIPTION

Designation:	Project Manager – Nature Towns and Cities Fund (NLHF)	Grade:	PO3
Reports to (Designation):	Partnerships and Engagement Manager	Grade:	PO8
Directorate:	Chief Executive	Section:	Communications and Engagement

Main Purpose of the job:

The Project Manager leads the delivery of the Nature Towns & Cities project in Lewisham, focusing on making parks and open spaces more accessible, inclusive, and representative of the borough's diverse communities. This involves strategic planning, environmental stewardship, and robust community engagement—particularly with underserved, ethnically diverse, and disabled groups—while managing all aspects of the project, including developing a new Parks and Open Spaces Strategy, supervising an Engagement Officer, collaborating with partners, overseeing budgets, and ensuring compliance with National Lottery Heritage Fund requirements.

Personal responsibilities and duties:

A - Project Leadership & Strategy

Lead on the implementation of the Nature Towns & Cities project in line with NLHF guidelines and Council priorities.

Take decisions in relation to project options with discussion and agreement from the NLHF.

Lead the development of a new 10-Year Parks and Open Spaces Strategy, ensuring that the strategy reflects themes of natural heritage, connectivity, and inclusive community involvement.

Help create and then coordinate and manage a multi-stakeholder steering group with internal and external consultants, ensure that their thoughts are considered and met.

Create an up-to-date toolkit to guide policy to improve interconnectivity, access and biodiversity of open spaces, including for community management of spaces.

To work closely with staff within the division and wider Directorate/Council to ensure the Project's delivery priorities are met. Coordinate with internal departments and external partners to improve green space access, biodiversity, and community management.

Lead an expert advisory group to co-create solutions and identify barriers to park usage.

Ensure that the NTC project delivery is in accordance with the Council's project management processes and procedures, including risk and issue management, and stakeholder communications.

B - Budget & Financial Management

Take full responsibility for the project's budget, including NLHF grant and match funding.

Monitor expenditures, prepare financial reports, and ensure compliance with council procedures and NLHF reporting requirements. Ensure that the project is managed within budget.

Establish and manage a Community Grant Fund to provide seed funding for local groups who wish to run creative engagement activities.

C - Community Engagement & Inclusion

Design and implement inclusive engagement plans targeting underrepresented groups, including Black, African, Caribbean communities and people with disabilities.

Incorporate insights from health inequality reviews to address barriers and promote equitable access.

Deliver creative campaigns, cultural events, and citizen science initiatives to foster local pride and stewardship.

Deliver a powerful and engaging co-production communication campaign to promote use of green and blue spaces to all residents, targeting those with limited access to greenspaces.

Develop strong working relationships and ensure effective consultation with all those having an interest in the NTC Project including residents, housing providers, Friends Groups, contractors and elected Members,

D - Team & Volunteer Coordination

Support and mentor the Community Engagement Officer.

Recruit and train Community Champions and volunteers to act as local advocates.

Promote a positive, inclusive team culture that values innovation and community empowerment.

E - Monitoring, Evaluation & Reporting

Track project outcomes such as increased park usage, biodiversity improvements, and volunteer engagement.

Produce quarterly monitoring reports (including budget updates) and submit all required documentation to NLHF.

Communicate successes and lessons learned to funders, council leadership, and the public.

F - Communications & Promotion

Collaborate with the Communications Team to showcase project achievements. Highlight community stories and environmental improvements through media and council channels.

To engage communities who are not accessing Lewisham's Open Spaces and to develop ways to overcome the barriers they face, whether through events and activities and marketing.

G - Equal Opportunities & Inclusion

Champion inclusive practices across all engagement activities.

Identify and address barriers to participation, ensuring all residents feel welcome and valued.

Promote diversity and challenge discrimination in all aspects of the role.

H – Other Duties

To carry out the duties of the post with due regard to the Council's relevant codes and procedures.

All employees are required to participate in the Council's appraisal system and to undertake appropriate training and development identified to enhance their work.

Undertake other duties, commensurate with the grade, as may reasonably be required.

Consideration will be given to restructuring the duties of this post for a disabled postholder.

Internal Contacts: Lewisham Communications Team, Local Councillors/Ward Members, Other Directorates

External Contacts: National Lottery Heritage Fund, Key Stakeholders, Glendale, Local Interest Groups

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All employees are required to participate in the Council's appraisal system and to undertake appropriate training and development identified to enhance their work.

Undertake other duties, commensurate with the grade, as may reasonably be required.

Consideration will be given to restructuring the duties of this post for a disabled postholder.

A driving license will be required for this role.

Location

The post will have an office base in Laurence House, Catford, but many of the posts duties will be carried out in the Lewisham's Open Spaces and with the parks service based at Wearside Service Centre, Ladywell

THIS JOB DESCRIPTION MAY NEED TO BE AMENDED BY THE DIRECTORATE TO MEET THE CHANGING NEEDS OF THE SERVICE.

Number of fully managed staff: Minimum 1

Title: Project Engagement Officer (Nature Towns and Cities)

Number of partially managed staff: 0

PERSON SPECIFICATION

JOB TITLE: Project Manager

POST NO: 55189

DEPARTMENT: Chief Executive

GRADE: PO3

Note to Candidates

The Person Specification is a picture of the skills, knowledge and experience needed to carry out the job. It has been used to draw up the advert and will also be used in the shortlisting and interview process for this post.

Those categories marked 'S' will be used especially for the purpose of shortlisting.

Those categories marked 'I' will be assessed during the interview.

Please ensure that Equality and Diversity issues are addressed specifically in relation to the role for which you are applying when addressing the requirements of this person specification where appropriate.

If you are a disabled person but are unable to meet some of the job requirements specifically because of your disability, please address this in your application. If you meet all the other criteria you will be shortlisted, and we will explore jointly with you if there are ways in which the job can be changed to enable you to meet the requirements.

Equality and Diversity	A strong personal commitment to implementing the Council's Equal Opportunities Policy in all aspects of work, and to continuously deepen one's own understanding of equality issues as they pertain to this role. Awareness of and a commitment to equality of access and opportunity in a diverse community and how to apply equality, diversity, and inclusion principles in practical ways through community	I
Knowledge	Project Management: Strong understanding of project management principles and practices, including the ability to monitor progress, evaluate outcomes, and prepare detailed reports (including financial). Knowledge of managing projects to funding-body standards, with an emphasis on budgeting, scheduling, and risk management in line with NLHF or similar grant requirements. Proven knowledge of the principles of financial management and control Community Engagement: Expertise in developing and implementing community engagement strategies that successfully involve diverse communities, particularly historically underrepresented or "seldom-heard" groups. Awareness of techniques to overcome barriers to participation and an understanding of how to tailor approaches to different community needs.	S S

	Parks & Open Spaces Strategy: knowledge of developing or delivering strategic plans or policies in a relevant context through engagement with communities (e.g. health and wellbeing, community cohesion, Inclusion, parks/open spaces strategy, environmental or heritage projects) while ensuring compliance with external funder requirements and planning for long-term sustainability. Knowledge of local issues around health inequalities (for example, the BLACHIR findings) and disability access as they relate to use of parks). Familiarity with principles of greenspace management, biodiversity conservation, and urban environmental sustainability. Understanding of the political interface in a local authority and the role and needs of elected members.	S S
Aptitude	Able to establish effective and productive working relationships with elected Members and other key stakeholders. Ability to effectively prioritise and execute tasks in a high-pressure environment. Able to work effectively in a team and establish effective relationships with colleagues and key stakeholders. Ability to both manage and support while maintaining high levels of accountability throughout the organisation	
Skills	Communication Skills: Excellent communication skills, both written and verbal. Proven ability to produce high-quality written documents, including reports, strategy papers, and publicity content, adapting style to different audiences. Strong presentation skills to confidently present findings and proposals in meetings or public forums. Interpersonal & Networking Skills: Exceptional interpersonal skills with the ability to communicate diplomatically and respectfully with a wide range of stakeholders, from residents and volunteers to senior council members and partner organisations. Ability to mediate, negotiate and resolve conflicts, and to build consensus around ideas. Excellent monitoring and reporting skills. Leadership & Coordination Skills: Ability to plan and prioritise effectively, set clear objectives and deadlines for oneself and others, and manage a heavy workload with minimal supervision. Capable of	I I S

	leading a small team (including line management of at least one staff member) and coordinating cross-functional efforts to deliver complex project outputs. Organisational Skills: Excellent organisational and time-management skills, including the capability to handle multiple priorities under pressure and meet tight deadlines. A systematic approach to work, with attention to detail in planning, record-keeping and follow-through. Problem-Solving: Analytical and creative problem-solving ability – can anticipate challenges, generate practical solutions on the fly, and adapt plans in light of new information or changing circumstances. IT Skills: High level of competence in IT, including the use of Microsoft Office applications (Word, Excel, PowerPoint, Outlook) and project management tools. Ability to utilize digital engagement tools (surveys, social media, virtual meeting platforms) to support project delivery.	
Experience	Business Planning & Finance: Experience of successful planning and budget management – able to plan a project's finances, control expenditures, and provide accurate budget reporting. Project Coordination: Substantial experience of personally coordinating complex projects or programmes, ideally in a public sector or community/voluntary sector setting with successful outcomes. This should include experience managing budgets, timelines and resources, and adapting to changing circumstances while keeping objectives on track. Community Partnership Working: Demonstrable experience of working in partnership with a wide range of stakeholders – such as community groups, charities, volunteers, local businesses, and multiple council departments – to achieve shared goals or outcomes. A track record of building trust and maintaining productive relationships at all levels (grassroots to senior officials) is essential. Engaging Diverse Groups: Direct experience in organizing and facilitating community engagement activities, consultations or events that reached diverse audiences. This includes designing inclusive engagement materials, running workshops or forums, and successfully increasing participation among communities who typically face barriers to involvement. Monitoring & Evaluation: Experience of monitoring project performance and quality, evaluating impact, and producing reports	S S S S/I S

	for funders or senior management. Ability to use data and feedback to drive improvement and demonstrate success. Heritage/Environmental Projects: (<i>Desirable</i>) Experience working on projects related to natural environment, parks, heritage, or environmental education. A personal enthusiasm for nature conservation and heritage landscapes would be advantageous.	I
Qualifications	A relevant degree or equivalent professional qualification in project management, environmental management, community development, or a related field to the project (<i>Desirable</i>). Project Management certification (e.g. PRINCE2, Agile) (<i>Desirable</i>).	
Personal Qualities	Genuine commitment to community development and empowerment. Team Player who can work collaboratively and is supportive of colleagues. Capable of influencing and motivating others without direct authority. Passionate about making green spaces inclusive and excited by the opportunity to improve parks for the benefit of all residents Flexible and resilient, comfortable managing uncertainty or change during the project. Able to learn new subject matter quickly Personally committed to promoting equality, diversity, and inclusion in line with Lewisham's values. Cares about elevating underrepresented voices and ensuring fair access to opportunities	
Circumstances	Able to attend meetings in the evening; to work outside normal office hours; and to work beyond minimum hours as and when required to achieve deadlines. Able to travel to various locations around the borough (and occasionally regionally) for meetings, site visits, and events. the post-holder must be able to efficiently move between sites using public transport and a driving license is required. The job involves some outdoor duties (e.g. attending park-based activities, leading walks, or site inspections). The post-holder must be in sufficiently good health and mobility to undertake on-site work in parks and open spaces in various weather conditions. <i>Reasonable adjustments will be made for disabled candidates to perform the essential functions of the role.</i>	
Supervision	The role will Line Manage the Community Engagement Officer	

DBS Disclosure Required? No ☐ Basic ☐ Enhanced ☒

(Tick as appropriate – guidance available from your HR Advisor)

Physical

Generally, candidates must meet the standard Lewisham requirements for the post.

If you are a disabled person but are unable to meet some of the job requirements specifically because of your disability, please address this in your application. If you meet all the other criteria, you will be shortlisted, and we will explore jointly with you if there are ways in which the job can be changed to enable you to meet requirements.

Note: This job description and person specification is aligned with Lewisham Council's local government job evaluation framework for grade PO3, ensuring that the scope of responsibilities, skills, and decision-making authority are appropriate to that grade. It may be subject to modification with agreement, in response to evolving project needs or organisational requirements. All employees must adhere to the Council's policies and procedures, including health and safety, data protection, and safeguarding as relevant to the role.