



Hadrian's Wall Heritage Ltd

Job Description

Post Title:	Sustainable Development Manager
Accountable to:	Director of Sustainable Development
Contacts:	Project partners, local community organisations, Local Authorities, other public bodies, private sector companies, funding agencies, consultants and other stakeholders (including the public).
Purpose of Job:	To ensure that the benefits of Hadrian's Wall Heritage Ltd's (HWHL) planned capital programme are maximised in communities throughout Hadrian's Wall Country. The role will involve establishing and leading networks in agreed areas, developing and managing projects, engaging stakeholders and securing funding to deliver a wide variety of projects (e.g. developing museums, attractions, accommodation and other tourism and economic development related infrastructure).

Principal Accountabilities:

Building relationships at a senior level with key organisations will be critical to the success and a thorough knowledge of Single Programme, European and Lottery grant schemes will be essential.

Projects will be delivered throughout Hadrian's Wall Country from The North Sea to the Irish Sea and the ability to manage a number of wide ranging projects will be paramount.

1. Work with local communities and organisations to develop and deliver action plans for business and the local area.
2. Provide recommendations to businesses and projects on appropriate funding sources and, if necessary, assist the funding process
3. Close liaison with tourism businesses and organisations/ partnerships
4. Development of project plans in accordance with HWHL project management procedures
5. Plan and procure direct services and works in accordance with HWHL policy and procedures.
6. Liaison with statutory consultees, site operators and local planning authorities
7. Ensure that activities in progress remain within time, cost and quality limits.
8. Ensure that projects, and each part of the projects, are completed in full, and all expected outputs are met. All reports, accounts, manuals and files are produced.
9. Provide reports at various levels from board reports to individual project reports.
10. Secure funding from NWDA, HLF, ERDF, Local Authorities, and the private sector.

11. Attend meetings with a wide range of stakeholders at locations across the Hadrians Wall Heritage operational area (from Ravenglass to South Shields) and further.

General Conditions:

1. The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility.
2. The Health & Safety at Work etc. Act (1974) and other associated legislation places responsibilities for Health & Safety on all employees. Therefore it is the post holder's responsibility to take reasonable care for Health, Safety and Welfare of him/herself and other employees in accordance with legislation and the Company's Safety Policy and Programme.

Special Conditions:

1. This is a full time post and the hours are 37 per week.
2. Occasional attendance at meetings out of normal hours of work may be required.
3. Annual leave entitlement is 25 days.

Person Specification – Sustainable development Manager

Essential

- Educated to degree level
- Programme/Project Management technical qualifications e.g. PRINCE2 or APMP
- The ability to successfully deliver small and medium sized projects and programmes
- The ability to secure funding from a variety of sources to deliver projects
- The ability to prioritise, communicate, manage self and order thought.
- The ability to motivate, influence, control and lead by example.
- The ability to command respect from colleagues and external stakeholders.
- The ability to recognise and seize an opportunity
- Experience of working in or with public and private sector organisations, especially those with regeneration/tourism/heritage links
- Effective interpersonal skills including public presentations, negotiation, conflict management and engagement activities
- A commitment to life-long learning demonstrated through a track record of continuing professional and personal development

Desirable

- Professional, academic or vocational qualifications in relevant subjects e.g. archaeology, landscape management, heritage management, tourism or the leisure industry.
- Demonstrate the ability to network and develop contacts.
- Knowledge and understanding of marketing and communications and their relationship to tourism.
- Understanding of planning regulations and policies, especially those relating to World Heritage Sites, the historic environment, and national parks.