



Environmental
Projects In Kirklees

Programme Manager

20 hours per week Salary: Negotiable, around £31,000 FTE

Pension contribution 3%

Are you passionate about the environment?

Could you lead and support a dedicated team of staff working on diverse but interlinked projects?

We are looking for a dynamic and experienced manager provide leadership and the overall framework for delivery of a variety of exciting and innovative environmental projects.

You will have a proven track record of programme and project management experience together with a keen understanding of natural conservation, active travel and access to greenspaces. You will be supported by volunteer Directors and a skilled team of dedicated staff with an office base in Huddersfield, satellite projects throughout Kirklees and opportunities for flexible working.

Closing date for applications is midnight Tuesday 7th January 2025

Background

At EPIKS we are passionate about finding local solutions to environmental problems. We work to improve the environment: promoting biodiversity, active travel and a sustainable economy to make Kirklees a better place to live and work. EPIKS is run by four volunteer Directors and a small, dedicated team of part time staff.

We are at an exciting phase of development with new projects to deliver on Active Travel and Landscape Recovery alongside continuing work on greenspaces in local nature parks, enhanced biodiversity and improved access in and around the Colne and Upper Calder Valleys.

EPIKS has recently expanded our volunteer roles and community engagement activities and established a firm foundation for our active travel projects and the Walk Wheel Ride Kirklees brand. To achieve success in all these areas we need a Programme Manager to lead on the roadmap of our existing and future funded core projects. You will help co-ordinate work across the staff team and projects and support development to secure future funding.

In striving to improve our engagement with volunteers, supporters, funders and the wider public we need an innovative, experienced communicator to lead on this critical part of our work.

The position involves working flexibly over 20 hours per week with the opportunity to extend the hours depending on funding success. The post will require some evening, weekend and bank holiday working.

The post is based at the EPIKS office in the Media Centre, Huddersfield with occasional opportunities to work at satellite hubs in the Holme Valley, Batley and Spennings Valley. Working partly from home is an option. EPIKS uses Microsoft 365.

Role Profile

- Manage an overall framework for the delivery and sustainability of a variety of funded environmental projects
- Support Directors with a consistent, strategic overview of EPIKS as an organisation.
- Manage a team of 10 part time staff to ensure effective, efficient delivery of projects and programmes
- Ensure recording and evaluation of projects and appropriate feedback to others including partners and funders.
- Ensure appropriate systems, resources and procedures are carried out
- Oversee a comprehensive, inclusive comms schedule
- Support the development of new funding bids and revenue in collaboration with Directors and staff
- Manage overall assets and finances
- Oversee the development of a new CRM system
- Monthly reporting to EPIKS Directors

Person Spec – Essential

- Passionate about making a difference for climate and nature locally.
- Experience of staff supervision and development ;
- Knowledgeable about key environmental issues particularly nature conservation and active travel
- Able to see the “big picture” and coordinate a range of interlinked projects
- Experience of leading and managing programmes and events
- Flexible and adaptable; able to balance competing or changing priorities as external influences demand
- Understand the voluntary sector ethos – experience of working or volunteering in community and voluntary settings
- Excellent communication skills
- Experience of procurement and contracting

- Excellent organisational skills
- Project management experience
- Able to organise own work, manage priorities and achieve objectives without close supervision, paying close attention to detail
- Good working knowledge of Microsoft 365
- Able to work inclusively, working with diverse communities and groups

Desirable

- Adept user of a range of media platforms
- Awareness of local government and business sponsorship or employers' partnership working

Reporting to:

- Directors

Responsible for:

- Project officers
- Comms team
- Admin and financial support staff

How to apply

Please send a CV and separate covering Letter outlining how your skills and experience fit the role profile to office@epiks.org.uk

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