



The
Wildlife
Trusts

HEAD OF PROJECT MANAGEMENT OFFICE

RECRUITMENT PACK

Salary: up to £55,000

Location: This role is predominantly home-based with regular travel to locations across the UK.

Office facilities are available at our Newark office (Tuesdays to Thursdays) for those within easy travelling distance.

Benefits: Private medical insurance, staff electric vehicle scheme, generous pension and annual leave entitlement

Full time: 35 hours per week, Mondays to Fridays.

Contract type: Permanent contract



About Us

The Wildlife Trusts are a grassroots movement of people from a wide range of backgrounds and all walks of life, who believe that we need nature and nature needs us. We have more than 945,000 members, over 33,000 volunteers, 4,100 staff and 600 trustees. There are 46 individual Wildlife Trusts, each of which is a place-based independent charity with its own legal identity, formed by groups of people getting together and working with others to make a positive difference to wildlife and future generations, starting where they live and work.

Every Wildlife Trust is part of The Wildlife Trusts federation and a corporate member of the Royal Society of Wildlife Trusts, a registered charity in its own right [founded in 1912](#) and one of the founding members of IUCN – the International Union for the Conservation of Nature. Taken together this federation of 47 charities is known as The Wildlife Trusts.

The next few years will be critical in determining what kind of world we all live in. We need to urgently reverse the loss of wildlife and put nature into recovery at scale if we are to prevent climate and ecological disaster. We recognise that this will require big, bold changes in the way The Wildlife Trusts work, not least in how we mobilise others and support them to organise within their own communities.

About You

As **Head of Project Management Office (PMO)**, you will help our fast-growing organisation bridge the gap between strategy and execution. This is a greenfield opportunity and you will be responsible for designing, scaling, and executing a right-sized, organisation-wide project delivery function. You will oversee an interesting investment and grant-funded portfolio, coordinate complex strategic programmes, and directly manage a core team of project managers.

Working closely with the Executive Office and Senior Leadership Team, you will ensure that strategic initiatives are prioritised, sequenced and delivered effectively so that benefits are realised and change is successfully embedded into business as usual. You will establish the PMO as a trusted centre of excellence, supporting confident decision making, disciplined delivery and transparency across RSWT and The Wildlife Trusts.

As Head of the Project Management Office, you will have a proven track record of leading portfolio, programme and delivery management functions in a complex organisation. Ideally, you will have experience of designing and scaling a PMO or delivery function from the ground up – you will be comfortable setting up lean, agile project governance structures which respect our charity's culture while driving operational maturity. You will be confident using portfolio and delivery management tools and reporting approaches and are skilled at turning insight into action ready information for leaders.

You will be able to communicate complex information clearly, provide constructive challenge, and build trust with stakeholders across the organisation.

As a leader, you will have experience developing and leading high performing teams, fostering collaboration, strategic thinking and continuous improvement. You will be committed to building organisational capability – coaching others, championing good practice and creating communities of practice that strengthen delivery confidence over time.

If you are a pragmatic leader with a passion for disciplined delivery and helping organisations achieve meaningful change, we encourage you to apply for this role.



Our Culture

At RSWT, people are at the heart of everything we do, we are committed to promoting positive wellbeing, supporting our colleagues to grow, make a meaningful contribution and help deliver greater impact for nature, climate and communities. Through learning, development and collaboration, we aim to foster an inclusive, supportive and [values](#)-led culture where colleagues feel confident to share ideas, contribute their perspectives, challenge constructively and learn from experience. We are committed to providing a safe, respectful and inclusive environment and maintain a zero-tolerance policy towards any form of discrimination, harassment (including sexual harassment) or abuse. This extends to all interactions with our employees by third parties, including clients, contractors, suppliers and visitors.

We encourage everyone to bring their authentic selves to work and to feel comfortable and confident in their working environment. Whether working from home, in the office, outdoors or in the community with key stakeholders, we trust colleagues to use their judgement and managers' guidance to dress appropriately reflecting our values and professionalism.

Learning and Development

At RSWT, we believe that learning and development are essential to helping people thrive, grow and make a real impact. From a supportive induction that helps you feel welcomed from day one, to formal qualifications, mentoring opportunities and access to high-quality learning from across The Wildlife Trusts, we'll support your development in a way which works best for you. You can explore new skills through our learning platform -WildLearn, join colleagues from across the federation through Wild About Learning external training, take part in Communities of Practice or stretch yourself through cross-team projects and new challenges. We'll also support you to share your expertise and build connections with colleagues from across the Federation. Whether you learn best through training, collaboration, hands-on experience or by developing others, you'll find a wide range of opportunities to grow your knowledge, share your skills and build your confidence.

Safeguarding

Royal Society of Wildlife Trusts take our Safeguarding responsibilities extremely seriously and are committed to safeguarding and promoting the welfare of children and adults at risk. Please click here to read our [commitment statement](#). For applicable roles, applicants must be willing to undergo checks with past employers and Disclosure and Barring Service checks at the eligible level.



The Wildlife Trusts embrace passion, respect, trust, integrity, pragmatic activism, and strength in diversity. We are passionate in promoting our aims, and we pride ourselves on being inclusive. We strongly encourage applications from people who are underrepresented within our sector, including those from minority backgrounds and people with disabilities. We are committed to creating a movement that recognises and truly values individual differences and identities.

Disability Confident Scheme

At Royal Society of Wildlife Trusts we are committed to fostering an inclusive, equitable, and welcoming recruitment experience for all applicants. Applicants with disabilities will be considered for the next stage of the selection process should they meet **all** the minimum criteria for the role outlined in the person specification detailed as essential criteria in the recruitment pack. As part of our Disability Confident Scheme, RSWT offers an interview to a fair and proportionate number of applicants with disabilities and therefore not all applicants with disabilities would be entitled to an interview as they must still satisfy the minimum requirements for the job. This commitment is designed to help reduce barriers and promote equal opportunity. We actively work to remove barriers throughout the recruitment journey and are dedicated to creating an accessible and supportive recruitment experience by offering reasonable adjustments at every stage of the recruitment process, as well as within the workplace. If you would benefit from any adjustments to support you during your application or interview process, please let us know and we will be pleased to put the appropriate support in place.

Levelling the Field Pledge

Royal Society of Wildlife Trusts are committed to increasing the diversity of its staff through its Levelling the Field recruitment pledge. We strive to ensure a fair and welcoming recruitment process for all applicants, encouraging those from ethnic minority backgrounds to apply. Our pledge underlines our determination to foster diversity and equal opportunities within our organisation. We particularly encourage applications from people who are underrepresented within our sector. Applicants from ethnic minority backgrounds, will be considered for the next stage of the selection process should they meet **all** the minimum criteria for the role outlined in the person specification detailed as essential criteria in the recruitment pack.

Bullying and Harassment

At Royal Society of Wildlife Trusts we are committed to creating a safe environment where discrimination, bullying, and harassment are not tolerated. We expect everyone to uphold, respect, and support our zero-tolerance policy.

Use of AI

Please be aware we may not accept applications if we have reason to believe they have been wholly produced using generative AI tools.



Job Description – Overall Purpose of the job

Team: Business Services
Responsible to: Director of Business Services
Responsible for: Potential for line management

- **Function design and strategic scaling.** Design, launch, scale and continuously improve the PMO operating model whilst developing overall capability in good portfolio and project delivery practices.
- **Portfolio management and impact strategy.** Support organisation wide leadership of the strategic portfolio, ensuring a trusted, single view of initiatives aligned to strategic priorities, capacity and planning cycles.
- **Programme and project delivery.** Lead on high profile programmes of activity, line manage, coach and grow a number of direct reports, support the Executive Office in communicating project details as required across the organisation.

Job Description – Main responsibilities

MAIN RESPONSIBILITIES

Function Design & Strategic Scaling

- Design and build a right-sized PMO / Delivery function tailored specifically to the culture, speed, and budget of RSWT and the wider Federation.
- Set and maintain delivery standards, tools, templates and ways of working to support consistent, high quality execution.
- Work closely with the Executive Office, who are responsible for our overall Charity Governance, to establish clear “Tier” thresholds to categorise projects, ensuring project governance scales up for high-risk initiatives and stays light for smaller projects.
- Develop organisational capability through coaching, guidance and leadership of good portfolio and delivery practice.
- Select, configure, and roll out a centralised project management tool alongside a standardised “PM-Lite” toolkit for non-project staff.
- Promote a culture of transparency and learning, continuously improving the PMO operating model as it becomes a business as usual organisational capability.
- Establish and champion communities of practice across portfolio management, change management and project delivery disciplines.

Portfolio Management & Impact Strategy

- Partner with the Senior Leadership Team, Finance and the Executive Office to prioritize initiatives to ensure initiatives align with organisational strategy, delivery capacity and planning cycles.
- Ensure strategic initiatives are aligned, coordinated and managed collectively rather than in isolation.
- Provide a single, coherent view of all strategic initiatives across the organisation, including status, dependencies, risks, capacity and progress.
- Support Finance and business planning activities in monitoring the total portfolio budget, ensuring strict alignment with funding and compliance, project risk and assurance requirements.
- Contribute to, and help drive, overall impact measurement activities within RSWT and the wider Federation.
- Ensure senior leaders receive timely, accurate and relevant insight to support prioritisation, investment and delivery decisions.

Job Description – Main responsibilities

Programme and Project Delivery

- Lead interconnected, high-profile programmes from concept through to benefit realisation and impact reporting.
- Map and manage critical paths across different directorates, RSWT functions and Wildlife Trusts where required, working closely with the Executive Office to ensure project details are communicated in the right places at the right times.
- Lead programme and project level reporting that highlights risks, issues, dependencies and capacity constraints clearly.
- Support the Senior and Wider Leadership teams in unblocking critical delivery issues, providing constructive challenge and escalation to ensure issues are addressed, decisions are made and corrective action is taken.
- Review and relaunch the 'project managers toolkit' including an RSWT approach to risk management, within projects, to ensure project risks do not compromise institutional reputation or regulatory status.
- Direct line management, coaching, and professional development of the central dedicated project management team as it grows.

For the organisation to work effectively you may be required to assist with other areas of work and therefore, you should be prepared to undertake other duties appropriate to the post, and any other reasonable duties required.

All staff are ambassadors for the organisation both internally and externally and are expected to act in a professional manner at all times. They are required to abide by organisational rules, policies and procedures as laid down in the staff handbook, adopt environmentally friendly working practices, set and maintain high personal standards of efficiency and customer care and foster a 'can do' culture based on ownership, initiative, teamwork and exchange of information.

APP = Application Form

A = Assessment

I = Interview question

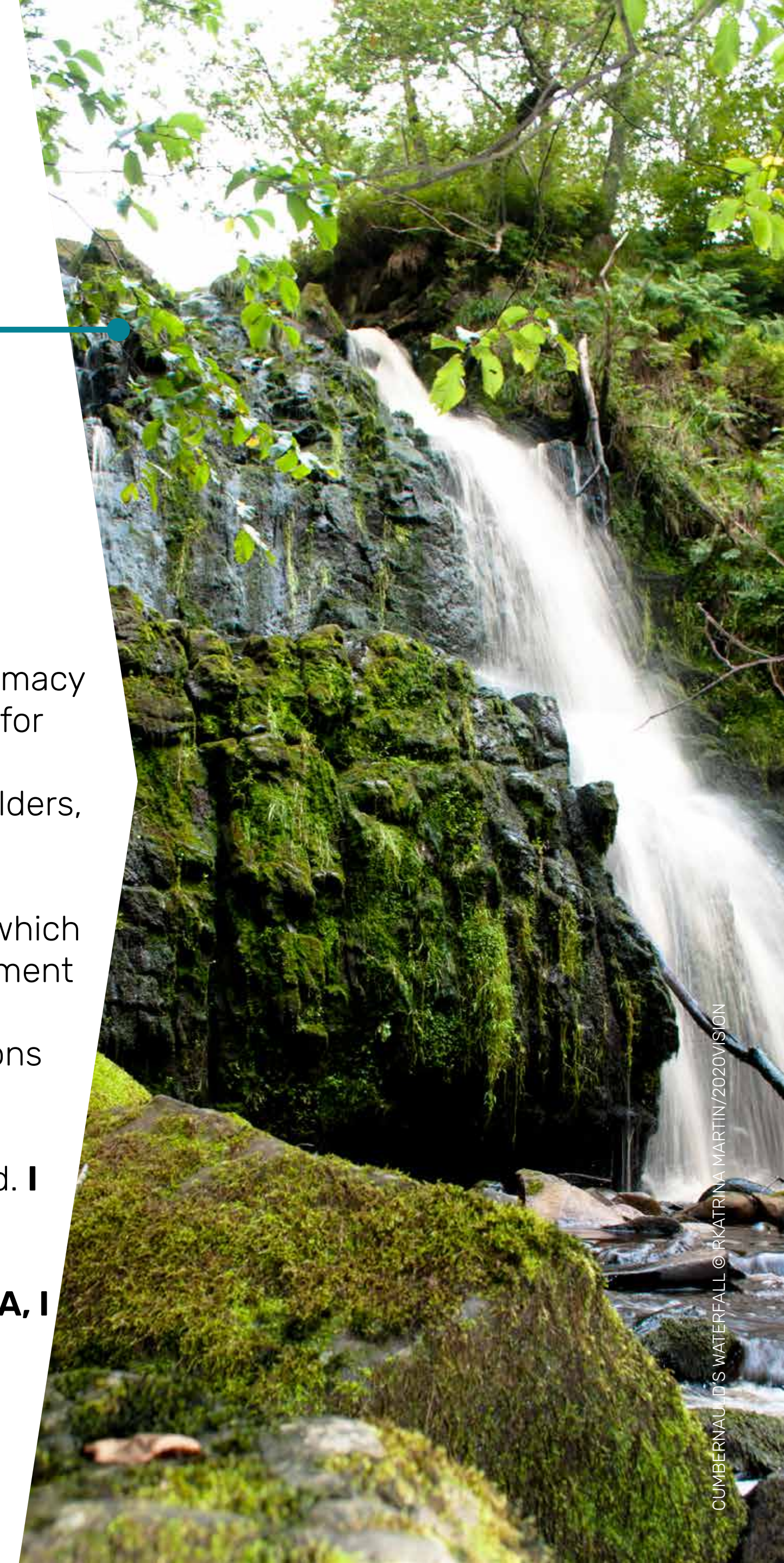
Essential

- Key Competencies:

- **Leadership and decision making:** Ability to lead organisation-wide portfolio, programme, project prioritisation, and sequencing. Making effective decisions and using evidence and sound judgement to assess risk ensuring impactful delivery. **App, I**
- **Leadership and decision making:** Provides clear, confident, and values led leadership with people management capability, including coaching and development. **App, I**
- **Working collaboratively and providing support:** Builds effective and credible working relationships using tact, diplomacy and emotional intelligence to engage with senior and executive level stakeholders enabling a supportive environment for co-creation. **I**
- **Communication and influencing:** Excellent communication and influencing skills, with the ability to engage stakeholders, adapt messages for different audiences, and use evidence based communication to drive understanding and positive change. **A, I**
- **Analysis and interpretation:** Ability to interpret complex information and translate it into clear, action ready insight which balances business benefits, risks and organisational detail in line with the bigger picture. Taking a continuous improvement approach with evidence led decision making. **App, A, I**
- **Innovation and Creativity:** Challenges conventional approaches, translating ideas into practical, value adding solutions that support long-term organisational impact and reputation. **A, I**
- **Planning and implementing:** Plans, organises, and delivers expectations and manages multiple priorities. **App**
- **Adaptability & resilience:** Leads change. Works flexibly, handles unexpected situations and remains solution focused. **I**

- Experience

- Significant experience leading a portfolio, programme or project management office in a complex organisation. **App, A, I**
- Experience working closely with senior leadership teams to guide investment and prioritisation decisions. **I**
- Experience developing, embedding or improving portfolio management frameworks, project governance or delivery standards. **A**
- Previous experience of people management and leading high performing teams. **App**



Person Specification

Essential

- Technical knowledge and skills
 - **Project Management Technical knowledge:** Excellent knowledge of Agile, Waterfall, or Hybrid models. Recognised professional certifications in project management. **App**
 - **Professional practice:** In depth knowledge of portfolio management, project governance, risk and issue management, and prioritisation approaches. **A**
 - Knowledge of benefits realisation, financial oversight and portfolio-level delivery reporting tools and methods. **A**

Desirable

- Experience :
 - Experience of organisationwide project governance, prioritisation and reporting across multiple strategic initiatives.
 - Experience of designing and scaling a PMO or delivery function from the ground up, understands the importance of setting up lean, agile project governance structures which respect our charity's culture and governance while driving operational maturity.



Additional benefits of working for The Wildlife Trusts

- Private medical insurance
- Electric vehicle salary sacrifice scheme
- 26 days holiday per year plus 8 bank holidays
- 4 Concessionary Days
- Non-contributory Life Assurance Scheme
- Generous pension contribution
- Charity worker discount
- Employee Assistance Programme
- Cycle to Work Scheme

Closing date for applications: 20 September 2026

First interviews: 29 September 2026 (Online Interview)
30 September 2026 (Online Interview)

Second interviews: 9 October 2026 (Online Interview)