

West Dorset Wilding will aim to deliver the following in support of the module:

1. **Recruit a short-term project manager** to undertake delivery of the work. This role will be overseen by the West Dorset Wilding Exec Director and supported by other WDW staff as needed;
2. **Design** the monitoring scheme, including identifying specific requirements, detailed approaches and techniques, and exact locations. We understand that the following is expected to be undertaken:
 - Geomorphological surveys using MoRPH Rivers methodology.
 - Water quality surveys, following the Riverfly methodology
 - Fixed point photographyWe are also aware that 33 locations have already been identified and that design will be agreed in collaboration with Nick Gray (DWT), Ian Rees (DNL) and Rose Rychnovsky (also DNL);
3. **Recruit volunteers** to undertake the work, including providing them with a short but comprehensive volunteer induction pack, a H&S briefing and a risk assessment. Personal details of volunteers will be kept secure by WDW. Volunteers will be covered by WDW's public liability and Staff/volunteer insurance. There is a long-list of potential monitors that will be shared;
4. **Organise training** in the appropriate techniques for volunteers and other linked staff if necessary, and ensure that any required PPE is made available to those who need it;
5. Ensure that no work is done without **landowner permission**, arranged via Nick Gray;
6. Create a **schedule for delivery** using the volunteer resources available, to complete the work within the required timescale.

3. Scope of brief

This brief is for the recruitment of the Project Manager (NFMPM). We seek an individual experienced in the approaches set out in 2.1 (Design) above, or similar, who is highly motivated and has the time between the date of this brief and the end of August to undertake this work.

The project manager will be self-employed, and responsible for their own tax and related obligations, including Public Liability Insurance up to £1m. Volunteers on the project will be covered by West Dorset Wilding's insurance.

The Project Manager will be responsible for the delivery of items 2.2 to 2.4 and 2.6 above, but as part of a team involving West Dorset Wilding and Dorset National Landscape. For example, there are a group of volunteers already in place and the site locations and permissions are ready to go.

4. Budget

We have £6,400 (inclusive of any VAT) available for this role, which is 16 days at £400/day, but we would offer this as a fixed price contract based on deliverables. All training and equipment costs will be covered – and procured – by DNL. Payment terms to be agreed with the successful contractor.

5. Timescale

	Wk1 17/6	Wk2 24/6	Wk3 1/7	Wk4 8/7	Wk5 15/7	Wk6 22/7	Wk7 29/7	Wk8 5/8	Wk9 12/8	Wk10 19/8
Recruit PM										
Design and prep										
Recruit volunteers										
Training										
Delivery										

This allows for a few days grace at the end of the delivery period as contingency before the 31/8/24 deadline.

‘Upon successful completion of this phase of the project, a full business case will be submitted to the Environment Agency, which – if approved – will release further funding, including for volunteer opportunities.

6. Contacts, monitoring requirements and quality control

The main contacts for the project will be:

- Ian Rees (Senior Project Officer DNL) – Overall project lead (strategy and day to day)
- Sam Rose (Exec Director WDW) – Module lead (contract)
- Nick Gray (Project Officer WDW) – Module operational lead (day to day permissions and advice)

We would expect the NFMPM to attend bi-weekly online progress meetings and to report as needed or requested to the Project Steering Group, Ian Rees or Sam Rose.

The key to the project’s success is quality control and record keeping. The NFMPM will oversee effective record keeping and ensure original forms are kept and transcribed onto the computer into a format agreed with the DNL team.

Quality control will be maintained by regular visits by the DNL/WDW staff and we also are looking at a collaborations with the River Restoration Centre, and University of Exeter. We would also look for the NFMPM to ensure effect record keeping and photography.

7. Outputs

We would expect the NFMPM to produce a final report including a description of the work undertaken, lists of people involved (where and when), sampling undertaken at each location, challenges faced and ad-hoc photos.

Annexed to this short report would be the outputs of the sampling, in Excel format and with photos in RAW/ hi-res jpg. The NFMPM would also work with the WDW team to put information onto our GIS system.

8. Next steps

Please submit an email and CV to sam@westdorsetwilding.org if you are interested in the post.

9. Standard terms and conditions

Tender and contract terms:

- There is no guarantee that the contract will be given to the best price, appointment is at the discretion of WDW and the decision is final
- There is no guarantee or expectation of further work for the contractor successful in this contract
- The contractor is not an employee of WDW and must pay their own tax, NI and pension contributions. Additional expenses will only be paid if agreed in any negotiations
- The contractor or WDW must give 1 weeks' notice if either party wishes to cease the contract. In either case, unless the contractor has been shown to be negligent, WDW will pay for outstanding time undertaken on the work and the consultant will give over all relevant work undertaken
- Any conflict will look to be resolved by dialogue, initially with a Trustee of WDW and the DNL Team leader, and if that does not work, then with an agreed third party
- If the contractor is unable to undertake the terms of this contract due to ill-health or other previously unidentified reason, both parties will look to negotiate a mutually acceptable termination agreement.

Other terms:

- All intellectual property of work undertaken as part of the contract is owned by West Dorset Wilding / Dorset National Landscapes / Defra

10. Contact details for WDW:

Sam Rose sam@westdorsetwilding.org

westdorsetwilding.org

Ian Rees ian.rees@dorsetcouncil.gov.uk

dorset-nl.org.uk

WDW Registered Office: Unit 6, Manor Yard, Symondsburry, Bridport, DT6 6HG