



Project Manager - Science in Nature

Job Description

Employer	A Peace for Nature (Registered Charity No. 1211317)
Project	Science in Nature - Ogmere Catchment
Job title	Project Manager
Reports to	Chief Executive Officer
Contract	Fixed-term, three-year project appointment
Working pattern	3 days per week - normally two field-based monitoring days and one desk/data day, with flexibility according to project requirements
Salary	£20,000.00 gross per annum for three days per week
Probation	6 months
Location	Ogmere catchment and APFN operational base / agreed desk-based location, with regular travel across field sites

Role purpose

The Project Manager will take day-to-day responsibility for the accurate, safe and consistent delivery of A Peace for Nature's three-year Science in Nature monitoring programme. This is a practical scientific and environmental role combining regular fieldwork with laboratory/reagent testing, biological monitoring, GIS, data management, analysis and report writing. The postholder is expected to work with a high degree of independence, professional judgement and personal accountability.

Science in Nature is a high-stakes evidence project. The quality and credibility of its findings depend on accurate sampling, safe systems of work, complete records, transparent data handling and scientific integrity. The postholder must understand that project data may be relied upon in engagement with academic partners, funders, environmental organisations, statutory bodies and other external stakeholders

Key responsibilities

1. Field monitoring and sampling

- Undertake weekly, year-round environmental monitoring across the Ogmore catchment, including the rivers Ogmore, Garw, Llynfi and Ewenny and Ogmore-by-Sea beach.
- Plan and complete repeatable site visits in accordance with APFN sampling plans, Standard Operating Procedures (SOPs), risk assessments and agreed methodologies.
- Collect surface water samples accurately and consistently, maintaining sample integrity and avoiding contamination or cross-contamination.
- Record field parameters, site conditions, weather, flow, turbidity, odour, discolouration, visible pollution, habitat condition and other relevant observations. Training will be provided.
- Undertake kick sampling and freshwater macroinvertebrate monitoring using recognised methods, including Riverfly-style techniques where adopted by APFN. Training will be provided.
- Record biodiversity and ecological observations, including species, abundance and relevant habitat information where appropriate. Training will be provided.
- Capture accurate GPS/location data and photographic records for monitoring sites and observations.
- Assess field conditions dynamically and stop, adapt or escalate work where safety, access, sample integrity or methodology could be compromised.

2. Reagent testing, laboratory practice and scientific safety

- Undertake reagent-based water-quality testing using APFN equipment and approved analytical procedures.
- Measure, dispense, mix and handle reagents accurately and consistently in accordance with manufacturer instructions, SOPs and safe systems of work.
- Read, understand and work in accordance with Safety Data Sheets (SDS), COSHH assessments, hazard information, risk assessments and relevant control measures.
- Use appropriate personal protective equipment and maintain clean, organised and controlled working practices.
- Prevent contamination and cross-contamination through disciplined sample, equipment and reagent handling.
- Check reagent condition, expiry dates, batch/lot information and equipment status where required, and maintain relevant records.
- Recognise anomalous, questionable or potentially invalid test results and repeat, quarantine or escalate testing where appropriate rather than accepting results uncritically.
- Clean, maintain and store testing equipment safely and correctly, and manage reagent and chemical waste in accordance with APFN procedures.
- Never compromise safe technique, accuracy or scientific integrity for speed or convenience.

3. Samples, traceability and Chain of Custody

- Label, log, store and prepare samples for transfer and accredited laboratory analysis.
- Complete Chain of Custody documentation fully, accurately and legibly, ensuring clear traceability from sampling location through to laboratory submission.
- Maintain sample identifiers, timestamps, requested analyses, storage information and other required records without gaps or ambiguity.
- Coordinate sample handover/collection and ensure that transport and storage requirements are maintained.
- Identify and immediately report any break in Chain of Custody, labelling error, missing information, contamination concern or other issue affecting sample integrity.

4. Data entry, quality assurance and analysis

- Enter field, laboratory, biodiversity and contextual data accurately into APFN systems and maintain complete project records.
- Undertake data validation and quality-control checks, including identifying missing data, duplicates, inconsistent units, transcription errors, anomalous values and other potential quality issues.
- Maintain a clear audit trail for corrections, amendments and decisions affecting project data.
- Organise, clean, process and interrogate environmental datasets using spreadsheets and other appropriate tools.

- Identify patterns, trends, limitations and areas requiring further investigation while avoiding unsupported or overstated conclusions.
- Distinguish clearly between recorded observations, analytical results, interpretation and hypothesis.
- Support open publication of project data and ensure that public outputs accurately reflect the underlying evidence.

5. GIS and mapping

- Use GIS software to create, maintain and analyse monitoring-site, catchment and environmental datasets.
- Import, manage and quality-check GPS coordinates and other spatial information.
- Produce clear maps and visual outputs showing monitoring locations, results, trends and relevant catchment pressures.
- Maintain accurate spatial records and ensure mapping outputs remain traceable to underlying source data.
- Work with external GIS or academic specialists where appropriate while retaining day-to-day ownership of project spatial data.

6. Reporting and communication

- Prepare clear, accurate and professional project reports, technical summaries, data tables, charts, maps and plain-language explanations of findings.
- Select appropriate methods of presenting information according to the data and intended audience rather than relying on a single reporting format.
- Explain findings, limitations and uncertainties clearly and objectively.
- Provide regular delivery updates to the CEO/CSO and contribute evidence for funder and trustee reporting.
- Represent A Peace for Nature professionally in meetings and engagement with universities, NGOs, community groups, public bodies, regulators, water-sector organisations and other partners.
- Respond constructively to technical challenge and be able to explain and defend methodology, records and analytical decisions.
- Act as a principal public-facing representative of Science in Nature and, when authorised, the visible face and spokesperson of A Peace for Nature for project-related communications.
- Plan, produce and present accessible social-media updates, photographs, short videos and other approved digital content explaining project activities, methods and evidence.
- Take part in broadcast, print and online media interviews and appearances, including on-camera and recorded content, and respond to media requests within agreed authorisation and briefing arrangements.
- Communicate professionally with politicians and elected representatives, funders, regulators, volunteers, partners and the wider public; escalate sensitive enquiries to the CEO or delegated trustee.
- Represent findings accurately, acknowledge limitations, obtain the required approvals before external publication and follow APFN communications, photography, consent and political-neutrality requirements.

7. Project management and administration

- Plan and manage the recurring weekly monitoring programme, associated desk work and project deadlines.
- Maintain site files, access records, sampling records, laboratory records, equipment logs, safety documentation and other project administration.
- Monitor equipment and reagent requirements and raise procurement, maintenance or replacement needs in good time.
- Undertake the routine calibration, verification, care and maintenance of all monitoring, sampling and laboratory equipment in accordance with manufacturer guidance, APFN procedures and any applicable quality-assurance requirements, ensuring that calibration and maintenance records are completed accurately and retained appropriately.
- Coordinate relevant volunteers, partners or specialist input where this supports delivery, while retaining responsibility for the quality and integrity of the work allocated to the post.
- Maintain confidentiality and handle sensitive project information appropriately.
- Work independently, identify problems early and bring forward practical solutions rather than relying on continuous supervision.

8. Health, safety and professional standards

- Comply with APFN policies, risk assessments, COSHH assessments, SOPs, safe systems of work and all reasonable management instructions.
- Work safely around rivers, watercourses, estuarine/coastal environments, uneven terrain, laboratory equipment and chemical reagents.
- Undertake dynamic risk assessment and exercise sound judgement where conditions change.
- Report incidents, near misses, equipment defects, procedural failures and data-integrity concerns promptly.
- Maintain an uncompromising approach to accuracy, honesty, traceability and scientific integrity.

Flexibility and development of the role

Science in Nature is a developing three-year project. A Peace for Nature therefore reserves the right, following reasonable discussion, to add, remove or amend responsibilities within the scope and level of the post where project requirements, evidence, methodology, partnerships, funding conditions or operational needs change. The postholder will be expected to work flexibly and adapt to the evolving requirements of the project.

Driving and travel

A full UK driving licence is required. The postholder must be able to travel independently to agreed monitoring and meeting locations. APFN may provide a project vehicle for operational fieldwork; arrangements for meeting on site and use of charity vehicles will be governed by APFN procedures.

Application and selection

- Applicants must submit a current CV.
- Applicants must submit a supporting statement of no more than two A4 pages explaining why they are applying, the skills, knowledge and experience they would bring to A Peace for Nature, and why they believe they are the right person to deliver Science in Nature. Specific examples should be used to demonstrate the criteria.
- Applicants must provide the names and contact details of three referees. References will normally be taken at the final/conditional-offer stage and a current employer will not be contacted without the applicant's consent.
- Shortlisted applicants may be required to complete practical assessments relevant to the role, which may include environmental data entry/processing and interpretation, GIS, scientific documentation/Chain of Custody, or other job-related exercises.
- If shortlisted, candidates WILL be required to complete a project-design and environmental-data assessment and present their proposed approach to the interview panel. The task will cover how they would establish and deliver Science in Nature; sampling and monitoring methodologies, quality assurance, field safety, laboratory/reagent testing, Chain of Custody, data entry, GIS, analysis, report writing and internal reporting; and how they would communicate findings and manage contact with the media, politicians, partners and the public. Full task instructions, an appropriate dataset and presentation arrangements will be provided to shortlisted candidates.