

Job description

Role	Project Manager
Reporting to:	Chief Executive Officer
Salary:	£30,000 pa
Contract:	Fixed term (until 27 th February 2026) Applicants must be available for an immediate start.
Hours of work:	Full time, 35 hours per week, flexible hours, to include weekend and bank holiday working as required.
Location:	Project Seagrass Headquarters, Unit 1 Garth Drive, Brackla Industrial Estate, Bridgend, CF31 2AQ (travel within the UK may be required)
Introduction	Project Seagrass is an environmental charity devoted to the conservation of seagrass ecosystems through community, research and action. Our mission is to lead societal change to enable the recognition, recovery and resilience of seagrass ecosystems globally; that provide biodiversity, equitable and sustainable livelihoods and planetary life support.
Purpose of the role	We are seeking an experienced Project Manager (Contract) to oversee multiple concurrent projects, ensuring they are set up, delivered, and embedded effectively within the organisation. The successful candidate will be highly IT literate (with a preference for SharePoint), confident in establishing / improving new processes and systems and liaising with internal science leads and stakeholders, ensuring projects are on track in accordance with contractual / funder requirements.
Key duties & responsibilities:	<ul style="list-style-type: none"> • Work with science and operation teams to coordinate and deliver a portfolio of projects to agreed timescales, budgets, and outcomes. • Lead the setup of new projects, including development of project plans and reporting frameworks. • Import existing project deliverables into a new management system • Support the implementation of new systems and processes to improve efficiency and collaboration. • Liaise effectively with internal teams and external stakeholders.

	<ul style="list-style-type: none"> • Promote a culture of project management, accountability, collaboration, and continuous improvement across all project teams. • Monitor and report on project progress, escalating risks and issues to Senior Management as appropriate. • Support the Operations Lead with implementation of a new centralised Risk Management site and process. • Work closely with the Operations Lead to support logistics and project delivery when required (e.g. procurement, identification of accommodation) • Ensure compliance with contractual requirements, funder expectations, and organisational policies.
Person Specification	<p><i>Essential Criteria</i></p> <ul style="list-style-type: none"> • Proven experience in project management, ideally within the charity, public, or environmental sectors. • Demonstrable success in managing multiple projects concurrently with competing priorities. • Strong IT literacy, with experience in SharePoint and / or other project management/collaboration tools • Experience in setting up new projects and implementing new systems or processes. • Excellent stakeholder management skills, with the ability to build relationships. • Strong organisational, analytical, and problem-solving skills. • Excellent written and verbal communication <p><i>Desirable</i></p> <ul style="list-style-type: none"> • Knowledge or interest in environmental conservation. • Experience in working with charities, NGOs, or research organisations. • Relevant project management qualifications
Additional Information	<p>All applicants will need to have an existing right to work (visa) in the UK.</p> <p>Applications are invited based on a 2-page CV and 2-page covering letter by email to emma.p@projectseagrass.org.</p> <p>Application Deadline: Friday 3rd October 2025</p>