



**Curlew Connections Wales**  
**Cysylltu Gylfinir Cymru**

**Financial Project Support Manager**  
**Invitation to Quote**

**November 2024**



**Responsible to:** Project Management Board

**Responsible for:** Leading on the delivery of the financial elements of the Curlew Connections Wales Project and ensuring clear communication between the three project partners<sup>1</sup> to enable smooth delivery.

Work in close liaison with the Project Board<sup>2</sup>, Project Manager, GWCT Finance Officer and others within the Project Partnership.

**Line Managed by:** **TBC** Clwydian Range and Dee Valley National Landscape **OR** the Bannau Brycheiniog National Park Authority.

**Remuneration.** Applicants are invited to submit a written quote on the costs per hour/day and estimate of the time required for the delivery of the work outlined in this Contract Specification.

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<sup>1</sup> Bannau Brycheiniog National Park, Clwydian Range and Dee Valley National Landscape, Game and Wildlife Conservation Trust

<sup>2</sup> Bannau Brycheiniog National Park, Clwydian Range and Dee Valley National Landscape, Game and Wildlife Conservation Trust, and Natural Resources Wales

## **1 Introduction & Background.**

The Curlew Connections Wales Project/Cysylltu Gylfinir Cymru (CCW) are seeking to appoint a dynamic Project Finance Manager to lead on the management of the financial activities of the project. The contract will run until March 2026.

- 1.1 Curlew, known as Gylfinir in Welsh, is an iconic bird referenced frequently throughout Welsh theology, culture and heritage and is often greeted as the herald of spring by Welsh rural communities. It is now in steep decline with the population falling by 6% per year. If no conservation action is taken, breeding Curlew will be on the brink of extinction within the next decade. The Curlew is Wales's most pressing bird conservation priority.
- 1.2 The Wales Action Plan for the Recovery of Curlew, produced by the Partnership Gylfinir Cymru / Curlew Wales <sup>3</sup>, identifies 12 Important Curlew Areas (ICAs) in Wales. CCW's work will be focussed in three of these ICAs to deliver targeted conservation works over three years from April 2023 to March 2026.
- 1.3 The project is funded through the Nature Networks Fund (Round Two) via the Welsh Government and the National Lottery Heritage Fund.
- 1.4 Four members of Gylfinir Cymru are collaborating to deliver the Curlew Connections Wales Project. The Game and Wildlife Conservation Trust (GWCT) is the lead Partner Organisation working with the Clwydian Range and Dee Valley National Landscape and the Bannau Brycheiniog National Park Authority. Support is provided by Natural Resources Wales (NRW), at both the operational and Project Board level.

### **1.5 Project Objectives**

- 1.5.1 Deliver direct evidence-based management and conservation interventions on targeted ICAs that will make a demonstrable and sustainable improvement for the conditions and processes needed to support breeding Curlew recovery across Wales.
- 1.5.2 Build an understanding and appreciation of the multiple benefits to biodiversity and society associated with Curlew recovery to a wide range of audiences to inspire change.
- 1.5.3 Ensure more people and a wider range of people are involved with Curlew recovery and through their involvement learn about, enjoy, and protect Curlew
- 1.5.4 Develop the knowledge and skills of individuals and organisations to better manage land for sustainable breeding Curlew populations both now and in the future.
- 1.5.5 Establish strong networks so that lessons learnt from the project (both conservation and people engagement) are shared and disseminated, building a lasting legacy for Curlew.

## **2 Job purpose**

- 2.1 To work alongside the Project Manager to update the Project Plan for CCW.

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<sup>3</sup> See Section 7.

- 2.2 Work with the Project Manager and GWCT Finance Officer to update the Curlew Connections Wales (CCW) Project budget profile. Ensure overall budget and account series are communicated effectively to all partners.
- 2.3 Provide regular, up to date project budgetary reports to Project Partners, the Project Management Board and Steering Group of CCW ten working days in advance of each Board Meeting.
- 2.4 On behalf of the Project Board and Project Partners lead on the collation and reporting of all claims and reports to the NLHF as required. Work with the GWCT finance officer to ensure timely submission of claims.

### **3 Key Tasks**

- 3.1 Assist with the revision of the CCW Project Plan by provision of supplementary financial information, at the Boards request, up to March 2026 and possibly further, funding dependent.
- 3.2 Revise the budget and cashflow projections to reflect the revised Project Plan up to March 2026.
- 3.3 Work with the Project Manager and Project Partners to lead on the preparation and presentation of any papers to the Project Board that are required to outline fully costed options for the most effective use of predicted Project underspend.
- 3.4 Lead on providing financial updates and reports, as and when required, to the Project Board, Project Partners, Steering Group, and the NLHF, ensuring good communication between all those involved in the project.
- 3.5 In liaison with the funded Partners, maintain a watching brief on the Project's grant budget and spending profile.
- 3.6 With guidance from the Project Board and working with the lead staff and finance officers of each partner, develop delivery plans and funding proposals for the three project delivery areas (ICAs 5, 9, 11).
- 3.7 Develop a "live" finance system and ensure the ongoing updating of budget management across each of the three Project Areas.
- 3.8 Support the Project Manager to ensure that all Partnership financial documents and the recording of financial discussions at Board meetings; the completion and submission of periodic reports and grant claims are achieved factually correct.

- 3.9 Attend Project Board, Steering Group, and Heritage Lottery Fund (HLF) meetings as required (approximately 10 meetings per annum), providing financial insights and updates to support and inform decision making.

#### **4. Person Specification**

##### **4.1 Essential Knowledge**

Educated to degree level in a project management, finance management or related discipline, **or**,

At least five years relevant experience of project management, budget management or a similar field.

##### **4.2 Skills**

- Excellent communicator with strong interpersonal skills, in particular an ability to discuss, negotiate and present effectively key financial information with Project Partners.
- Proven experience of leading and managing financial reporting and budgetary profiles within multi-annual funded projects with budgets  $\geq$ £200,000.
- An ability to use IT applications such as Microsoft Office, particularly Excel.
- Ability to manage and resolve any financial risks that may occur throughout the duration of the project.

##### **4.3 Experience**

- A track record of working with numerous partners in collaborative projects.
- Experience of managing grant aided projects, working to specification and deadline, management of budgets using spreadsheets and reporting to funders.
- Qualification or relevant experience in the use of PRINCE2 or equivalent project management software.

##### **4.4 Personal Qualities**

- Ability to work in a flexible pattern and travel to areas throughout Wales as necessary and attending meetings to fulfil the requirements of the post.

- To be supportive of project staff and advise upon financial matters.
- Full and current driving licence.

#### 4.5 Desirable

- Knowledge of National Parks and National Landscapes.
- Innovative approach to modern communications and multimedia.
- Knowledge of computer database programmes.
- A sound knowledge of health and safety procedures.
- Practical knowledge of countryside management, curlew ecology, and associated habitat requirements.
- Previous experience of working with National Lottery Heritage Fund projects.
- A passion for helping curlew populations to recover in the Welsh landscape.
- Knowledge of the Welsh language.

## 5 Instructions to Applicants

### 5.1 **The total cost of the quote must not exceed £20,000 excluding VAT.**

5.2 The applicant will be line managed by either the Clwydian Range and Dee Valley National Landscape, or the Bannau Brycheiniog National Park Authority. Please state your preferred area of working when applying.

5.3 It is the responsibility of the applicant to obtain for themselves, at their own expense, all information necessary for the preparation of their quote.

5.4 The price quoted must be a fixed price to include hourly rates, and estimated total travel, mileage and subsistence in accordance with current HMRC rates. An itemised breakdown of time and costs must be included to enable value for money to be assessed.

5.5 Only personnel nominated at quote stage may work on this project. Any other personnel will require prior written agreement of the Project Board. Failure to comply with this clause may render the appointment null and void.

## 6 Score Criteria

6.1 The submitted quotes will be assessed according to the following criteria:

- (i) **Value for Money - 30%**
- (ii) **Experience of the consultant - 40%**
- (iii) **Response to Brief – 30%**

6.2 CCW reserves the right not to accept the lowest, or any of the quotes received.

6.3 Upon appointment, the applicant will be required to sign a contract. The Project Board has the right to terminate the contract if not satisfied with the progress made by the appointed contractor throughout the duration of the project.

6.4 If you have any questions, please contact one of the following.

Location	Contact	Phone	Email
CR&DV NL	Rhun Jones	07917 000154	Rhun.jones@denbighshire.gov.uk
BBNPA	Nicky Davies	07854 997514	Nicola.Davies@beacons-npa.gov.uk

## **7 Available Guidance**

7.1 Curlew Connections Wales – Cysylltu Gylfinir Cymru Project is a collaborative project between the GWCT, Clwydian Range and Dee Valley NL, Bannau Brycheiniog National Park Authority with the wider support of Natural Resources Wales and the Curlew Wales - Gylfinir Cymru Partnership. More information can be found on the Gylfinir Cymru website: <https://www.curlewwales.org/>

7.2 Appendix A Welsh ICAs

7.3 Appendix B ICA5

7.4 Appendix C ICA9

7.5 Appendix D ICA12

## **8 Return of Quote**

8.1 The quote should be submitted as a digital version which is compatible with Microsoft Word or is submitted as a PDF file. Hand delivered quotes will not be accepted.

8.2 The quote must be submitted clearly marked **Curlew Connections Wales – Project Finance Manager** and emailed to [rhun.jones@denbighshire.gov.uk](mailto:rhun.jones@denbighshire.gov.uk) or [Nicola.davies@beacons-npa.gov.uk](mailto:Nicola.davies@beacons-npa.gov.uk)

8.3 **Quotes must be submitted by noon, Thursday 12<sup>th</sup> December 2024**

**Any quotes received after this deadline will be automatically rejected**

8.4 If interviews are required, we expect these to take place on the week commencing 9<sup>th</sup> December 2024 and applicants should therefore endeavour to be available on one of these days.

8.5 Project Timetable

<b>Brief sent out</b>	<b>21<sup>st</sup> November 2024</b>
<b>Quotes to be submitted by</b>	<b>12<sup>th</sup> December 2024</b>
<b>Successful applicant appointed</b>	<b>Week Commencing 16<sup>th</sup> December 2024</b>
<b>Start date</b>	<b>TBA</b>

## **8 Payment**

Payment will be made on a monthly basis. Contractor to submit monthly claim forms (covering hours worked and other associated costs such as fuel) which will be agreed and signed by the hosting body.

## **9 Terms and Conditions**

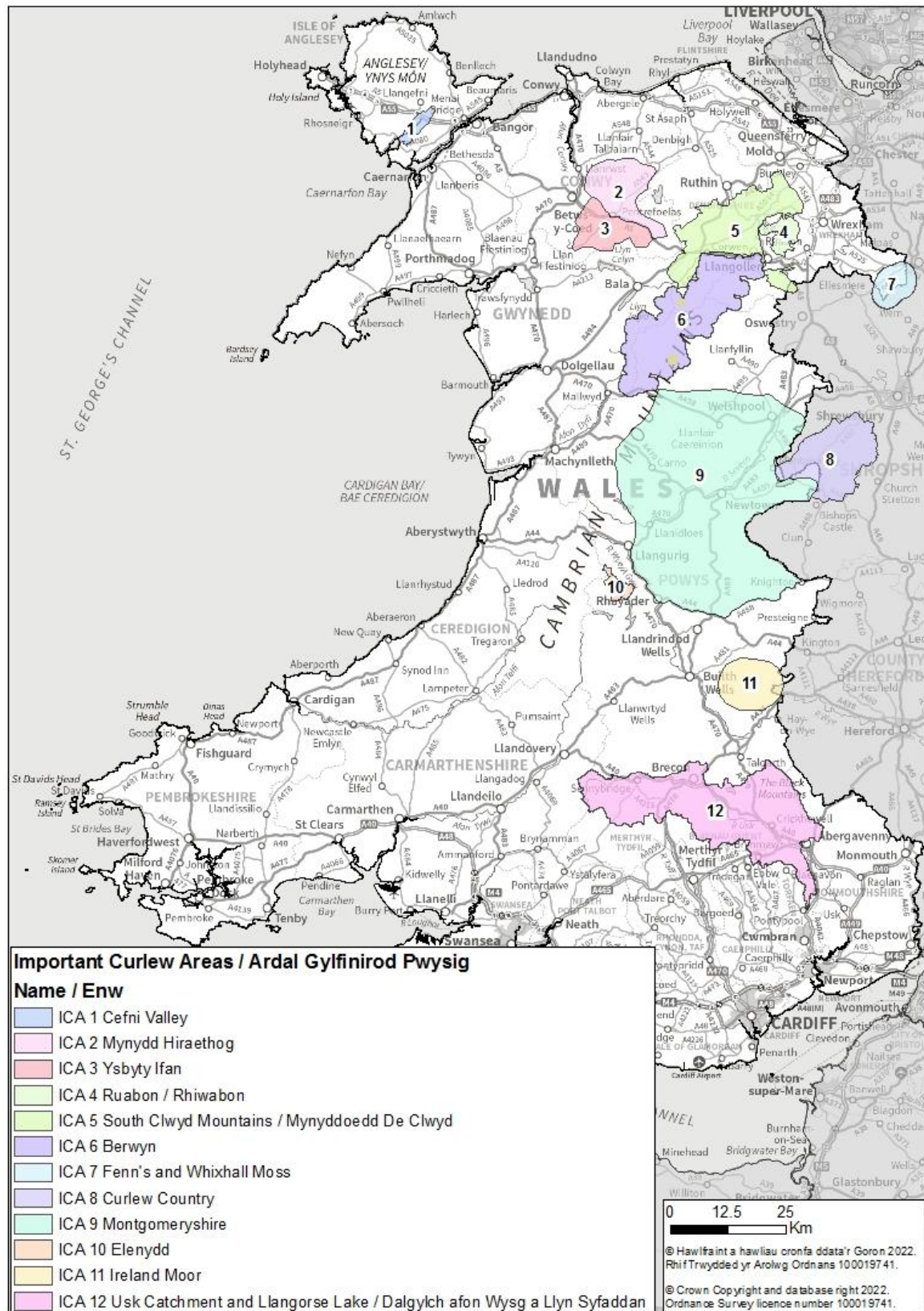
The client will either be the Clwydian Range and Dee Valley NL, or the Bannau Brycheiniog National Park Authority on behalf of Curlew Connections Wales Project Board

Financial Project Support Manager must demonstrate that they carry Professional Indemnity Insurance to a minimum sum of £2 million & public liability cover to a minimum of £5 million.

The successful consultant will be required to liaise closely with the Project Manager, all partners and GWCTs Finance Officer.

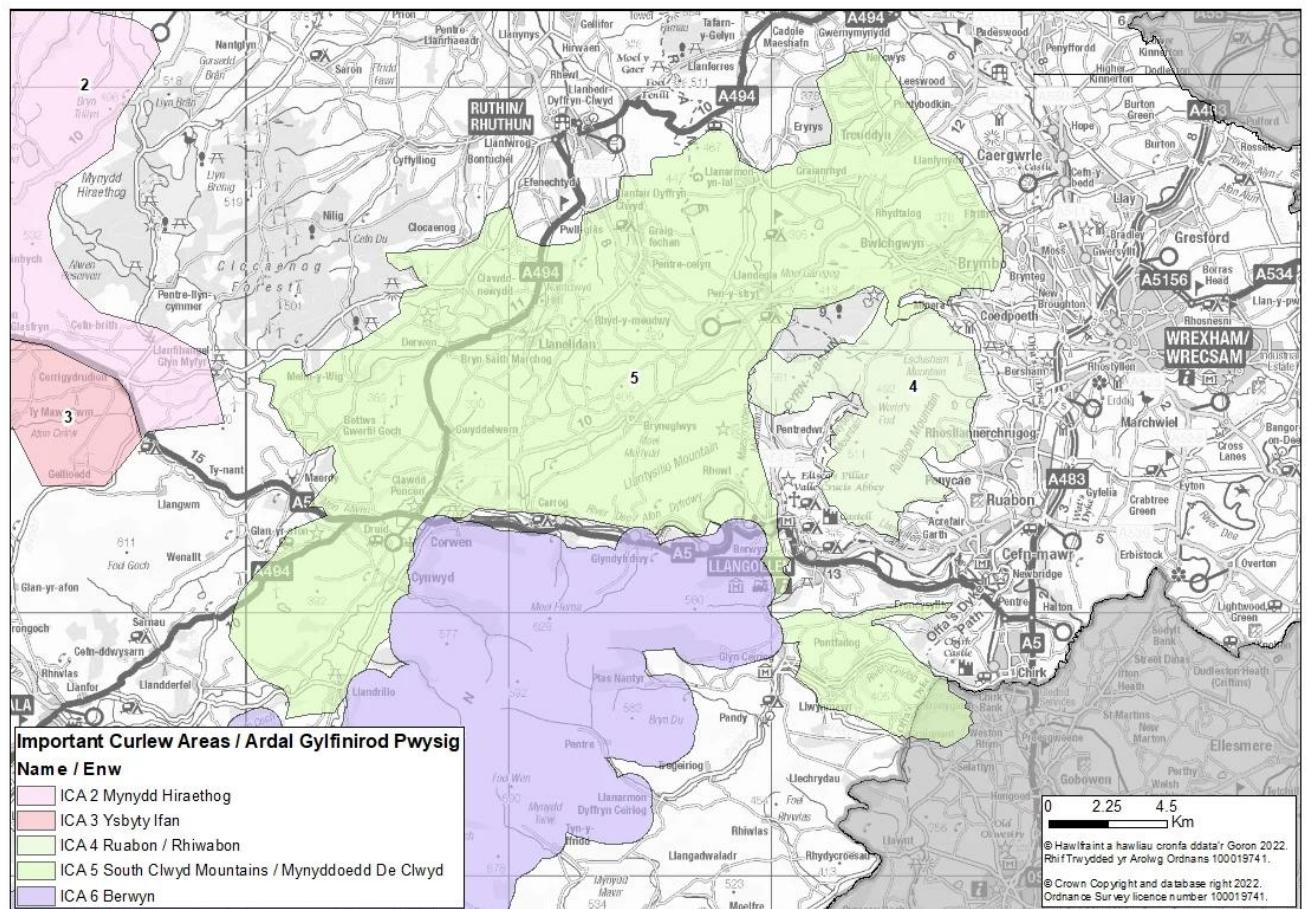


## Appendix A Map of the 12 Welsh ICAs



## Appendix B Map of ICA 5

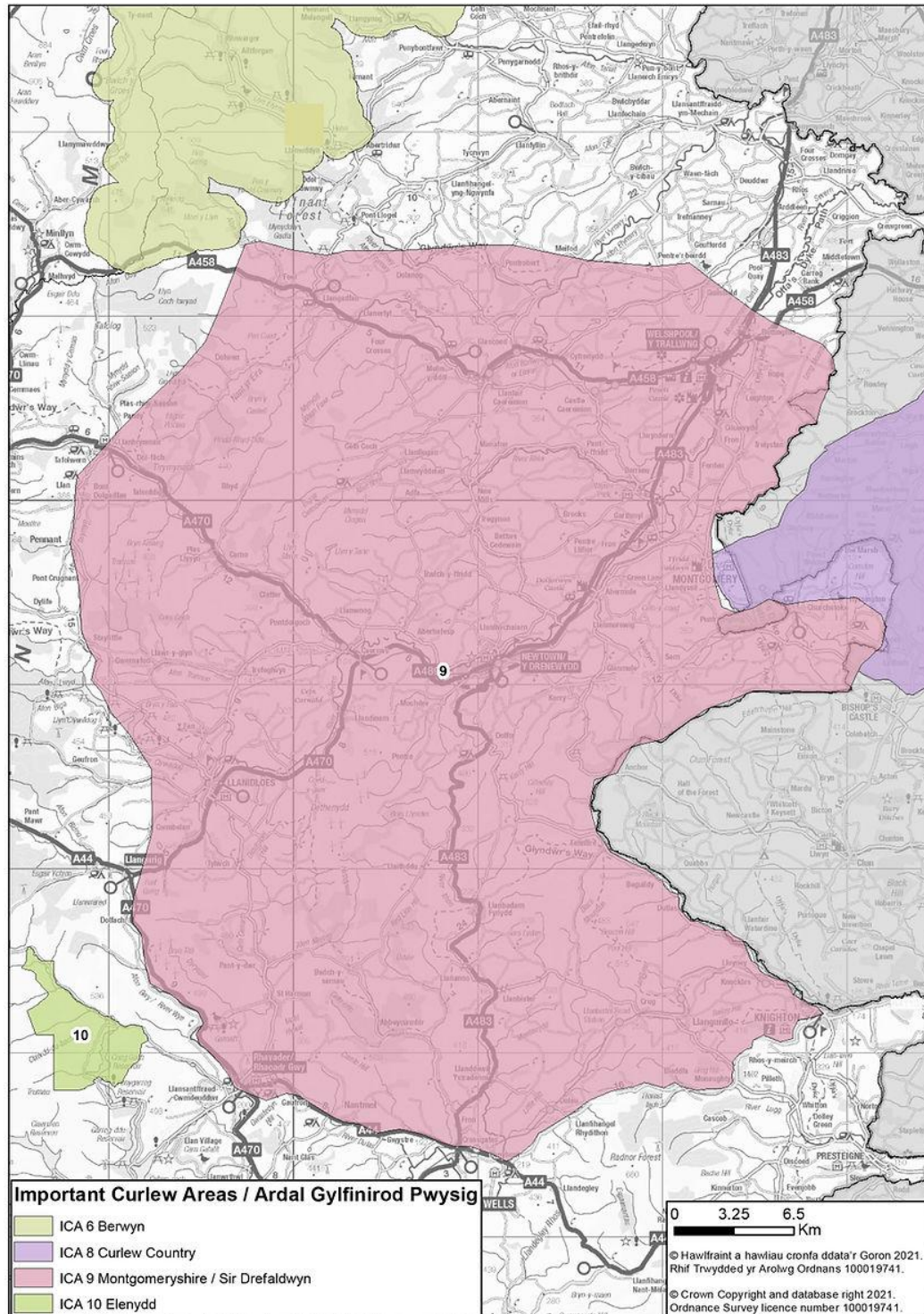
Area managed by CR&DV NL as part of the Curlew Connections Wales Project.





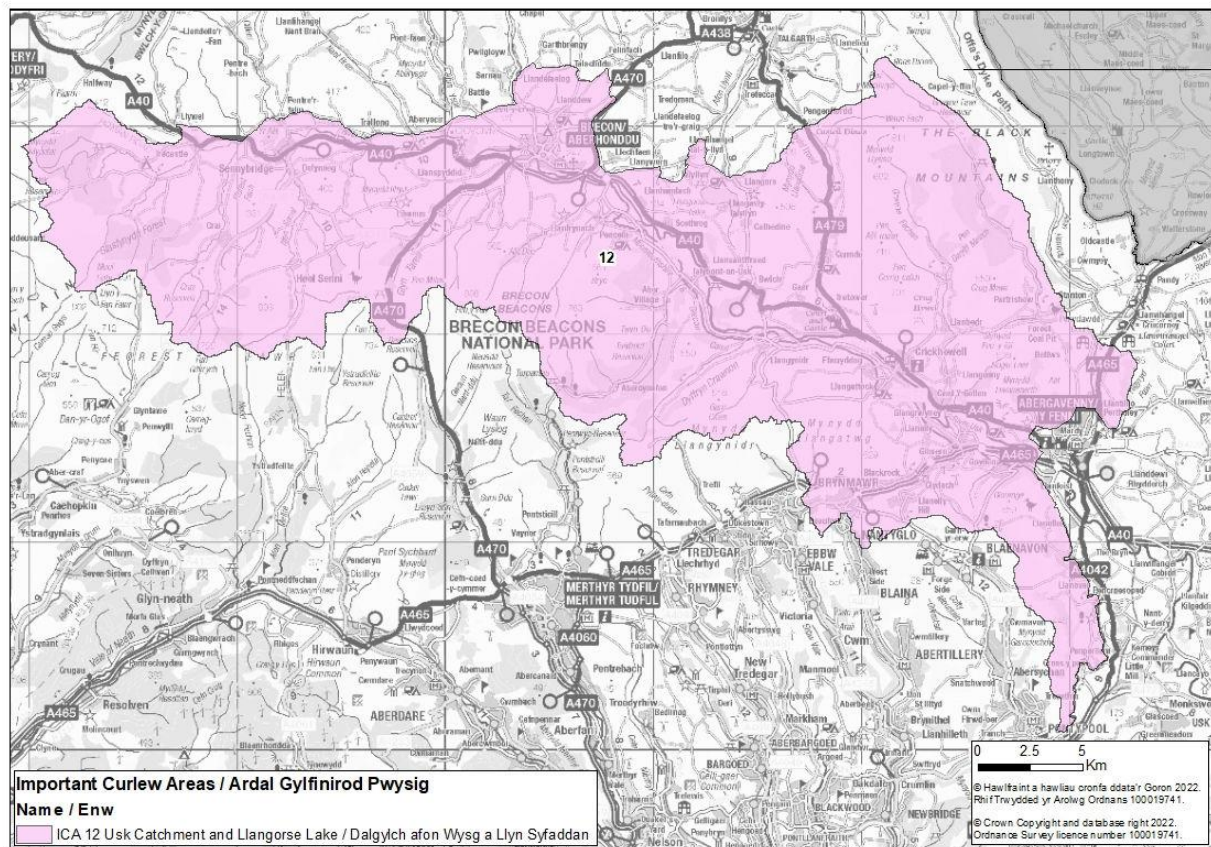
## Appendix C Map of ICA 9

Area managed by GWCT as part of the Curlew Connections Wales Project.



## Appendix D Map of ICA 11

Area managed by BBNPA as part of the Curlew Connections Wales Project.



**Bannau  
Brycheiniog**



**Bryniau Clwyd a  
Dyffryn Dyfrdwy**  
 Tirwedd Cenedlaethol  
**Clwydian Range  
and Dee Valley**  
 National Landscape



**Cyfoeth Naturiol Cymru**  
**Natural Resources Wales**

**Cronfa  
Treftadaeth**  
**Heritage  
Fund**



**Mewn Partneriaeth â  
Llywodraeth Cymru**  
 In Partnership with  
**Welsh Government**