

Role profile

Job title	Systems Implementation Project Manager
Reporting to	Chief Operations Officer
Has reporting	None
Starting salary	Grade E: £39,514pa full time
Job type	Full time or Part Time - fixed term 12 months
Location	Hybrid based out of Findhorn IV36 3TH
Additional requirements	

Trees for Life

Trees for Life stands at the forefront of rewilding in the Scottish Highlands. Hopeful and bold, we are committed to creating nature-rich landscapes that include and support people. Working on a grand scale, we aim to close the gap between people and nature.

Focusing on Scotland's spectacular Caledonian forest, we foster biodiversity and encourage natural processes essential to life. From the iconic red squirrel to the elusive lynx, we are working to bring more life back to our landscapes.

Rewilding is a shared journey. Together with communities, we are restoring Scotland's natural and cultural heritage while supporting local livelihoods. Join us on this path of hope and positive action. Rewild the Scottish Highlands.

Dundreggan and the Rewilding Centre

Dundreggan is our 10,000-acre estate in Glenmoriston between Loch Ness and Skye. Since 2008, the estate has been transformed by Trees for Life and its volunteers into one of the best examples of forest restoration in Scotland. It includes a ground-breaking tree nursery and is where many volunteers come to take part in rewilding projects.

The Rewilding Centre opened in April 2023 and serves as a gateway to make Dundreggan, and the work being done here, making rewilding more accessible to a broader audience. It operates under the Enterprises arm of Trees for Life and is a commercial business.

The site includes an innovative visitor centre, a café, 40-bed accommodation, events and educational facilities. The Rewilding Centre welcomes visitors of all ages, interests and backgrounds to explore the natural, Gaelic and cultural heritage of the Highlands and be inspired by rewilding initiatives, including the restoration of the Caledonian forest.

Join the Trees for Life team!

Join our friendly, values-driven team, taking practical steps to rewild the Scottish Highlands. We offer competitive pay and benefits, flexibility, great working culture, and much more. We welcome applicants from all walks of life, with diverse backgrounds, cultures, perspectives, and experiences.

If you require any adjustments during our recruitment process, that would enable you to do as well as possible in the process, please let us know.

Don't meet every single requirement? That's okay. We're committed to building a diverse and inclusive team, and we know that skills and experience come in many forms. The right mindset, attitude, and potential to grow are just as important to us as ticking every box. If you're excited about this role, meet some of the core criteria and feel you can make a meaningful contribution - we encourage you to apply. Please use the personal details section of the application form to tell us why you'd be a great fit.



Our values

Our values are at the heart of our mission to rewild the Scottish Highlands, guiding us in everything from the daily rhythms of office life to the development of our landscape-scale initiatives.

We are *Bold*

We are an ambitious charity with a critical purpose. For us, being bold means thinking about landscape restoration on a grand scale, embracing innovative rewilding methods and challenging the status quo. This approach ensures that every step we take is a bold stride toward a revitalised, thriving natural landscape.

We are *Collaborative*

Our approach, deeply rooted in community and collaboration, involves working closely with local communities, conservation groups, landowners, and volunteers. Finding common ground and working together we will initiate positive solutions to the twin climate and biodiversity crises.

We are *Pragmatic*

We embrace pragmatic and sustainable solutions in everything we do. We are always mindful of our duty to our supporters, our volunteers, our staff and above all to Scotland's wild forest. By adopting practical solutions, we safeguard our efforts and ensure a resilient future for our initiatives.

Overall purpose of the job

We are looking for an Implementation Specialist to bring a wealth of knowledge and experience to support the implementation of a new system to Trees for Life. Offering insights and recommendations for software and system integrations that align with our organisational requirements. Support informed decision making about new technologies and ensure a smooth transition to the new system. Ensuring that systems are running efficiently, staff are trained and comfortable using the system.

Working closely with the business teams IT and HR to ensure that the project is completed on time, within budget, and meets the company's requirements. The role involves a deep understanding of the systems being implemented, as well as the project management skills necessary to manage a complex implementation from start to finish.

Key liaisons

As an Implementation Specialist, your primary role will be to collaborate with the system supplier and our internal teams to successfully implement and launch the software solutions. You will be responsible for managing the entire implementation process from the start of the project to post-implementation team support.

The role will report to the Chief Operations Officer; and work closely with the Head of Human Resources, Head of Finance and Head of Fundraising. They will need to communicate with a wide range of managers within Trees for Life, along with members of the finance and HR team.

Externally, you will be the key liaison with the chosen Software Providers.

Key responsibilities

- Lead end to end system implementation project
- Vendor management ensuring project scope and timelines are established/maintained
- Work with the organisation to understand requirements and translate into effective system solutions
- Manage project timelines to meet deadlines and budgets
- Lead project kickoff calls and prepare detailed project plans
- Prepare and deliver project status reports to clients and internal teams
- Conduct end-user training sessions onsite and via online platforms
- Identify and manage project risks
- Work with the development team to resolve client-specific issues
- Support the transition of organisational users to the new systems
- Ensure project success through post-implementation support

Person specification; knowledge and experience

Essential

Sound working knowledge of HR, Payroll, and Finance processes sufficient to challenge vendor proposals and understand integration dependencies between the two systems

Understanding of UK payroll legislation, GDPR, and financial data security obligations

Familiarity with system integration approaches (APIs, data migration, chart of accounts alignment, payroll journal feeds)

End-to-end delivery of at least one HR/Payroll or Finance system implementation as the lead project manager (not in a support or workstream role)

Demonstrated experience of stakeholder engagement across multiple business functions simultaneously (e.g. Finance, HR, IT, senior leadership)

Experience of managing organisational change associated with new systems, including end-user adoption and resistance management

Ability to build and maintain a realistic, dependency-aware project plan across two concurrent workstreams, using appropriate tooling

Proactive identification, assessment, and mitigation of risks;

Experience tracking implementation costs against budget, managing supplier invoicing milestones, and flagging variances early

Ability to design and operate appropriate project governance structures and produce concise, accurate board-level reporting

Ability to build constructive relationships with software providers; experience managing supplier performance against agreed milestones

Sufficient systems literacy to interrogate vendor technical proposals, integration designs, and data migration plans — without being a developer

Ability to work effectively with Finance, HR, Payroll, and IT functions simultaneously, managing competing priorities and sensitivities

Desirable:

Awareness of common HR/Payroll and Finance platforms used in the UK mid-market

Previous experience of implementing two or more systems concurrently, ideally with a dependency between them

Experience defining success metrics and tracking realisation of benefits through and after go-live

Ability to assess how system changes affect roles, processes, and teams — and design appropriate mitigations