



Job description - Marches Project Manager

Pasture for Life is recruiting for a Project Manager to work across the English Marches - which cover the Wye Valley up to the Cheshire Plain and the Malvern and Shropshire Hills. This new role will be responsible for overseeing and delivering all of our project work in the region. Currently we have a Farming in Protected Landscapes (FiPL) project running across three AONBs, and the Project Manager will be responsible for supporting and coordinating colleagues on this project. The Project Manager will also be involved in expanding Pasture for Life's presence in the region and for developing future work streams and funding in the region, with the support of the Head of Programmes and Community.

Pasture for Life already has a farmer-facing facilitator in the region and the immediate priorities for the Project Manager role are on the administrative side of the FiPL project. Whilst the facilitator will be taking the lead with farmer-facing events and comms, the Project Manager will also be involved in some farmer-facing work.

The key deliverables of the Project Manager role are:

Overall responsibility for our new FiPL project in the region, including:

- Financial management and reporting o Event management
- Farmer management
- Management of our project partners - Malvern Hills, Shropshire Hills and Wye Valley AONBs

Overall responsibility for Pfl activity in the Marches region, including:

- Supporting, developing and growing the Pfl community in the region
- Networking with current and potential partners in the region, including with potential funders, to allow our work to continue and build over time
- Managing project officers and Pfl regional facilitators

About you

We are looking for someone with the following skills, knowledge and experience.

Required:

- Confident communicator with the ability to engage a wide range of people from farmers to funders
- Passionate about Pfl's cause and community

- Ability to work independently and proactively as part of a remote-working team
- Experience of working within projects with multiple stakeholders and an understanding of reporting processes and requirements for funders
- A good understanding of agroecological/regenerative farming and its principles
- Programming and events management, including presenting
- Experience in managing budgets
- Administration skills, especially in setting up and using spreadsheets and Google tools (such as Gmail, Sheets and Docs), and Eventbrite

Preferred (not essential):

- Prior experience working in the food & farming sector
- Project management of complex, multi-stakeholder projects
- Prior experience in education and/or running professional mentoring programmes
- Knowledge of the farming system in the region and factors affecting it

Other requirements:

- Resident of the region

Specifics of the role

Key Relationships:

- Internal - Reporting to Head of Programmes and Community; working with Regional Facilitator(s) in the Marches region; working with the Pfl comms and marketing team to promote project events.
- External - Pfl members; potential new members in the farming community; AONB FiPL funding managers; other regional and national sustainable food and farming organisations

Hours: 0.6FTE, fixed term until March 2025 with possibility for increased hours and extension, depending on funding. Working days/hours are flexible, to be agreed with the line manager.

Salary: The salary will be in the region of £35,000, depending on skills and experience. The role will be on an employment basis with Pfl.

Other benefits: 33 days of holiday per year (pro rata), including bank holidays. Pfl provides staff with a pension via NEST (more info on request).

Location: Home working - Pasture for Life is a nationwide organisation, and its active Directors, volunteers, and current staff members work from home so the Project Manager role will be expected to make their own working arrangements. A computer will be provided if needed.

Travel: The Project Manager will need to travel in and around the project area for events and meetings. Travel expenses for the purposes of the role will be reimbursed.

Application information

Anyone interested in this role can write to info@pastureforlife.org with their CV and a cover letter stating their interest and explaining why they would be the best person for the job.

Closing date for applications is Friday 6th October 2023 but early applications are encouraged. Interviews will take place in the week commencing 9th October 2023. We are looking to have the candidate in the post as soon as possible and at the latest from the beginning of November 2023.