**Job Description**

**Pasture and Profit Project in Protected Landscapes**

**Project Lead for the Cotswolds and Chilterns National Landscapes**

**Based:**  Full remote home working

**Role reports to:**  Head of Programmes and Community

**Department:** The Community Team

**Direct reports:** N/A

**Salary:**  IRO £35,000 per annum FTE (£24000 for 3 days per week)

**Hours of work:**  Minimum of 0.6 FTE (3 days per week) initially, with the potential to move to 0.8 or 1.0FTE, depending on funding and the preference of the successful candidate

**Length of contract:**  Fixed Term until end March 2025, extension dependent on funding

**To apply:**  Send a covering letter and CV to [kate.winters@pastureforlife.org](mailto:kate.winters@pastureforlife.org) or if questions about the role

**Key dates:** Closing date 18th March (by 9am). Interview date 25th March

**Summary**

Pasture for Life is recruiting for a Project Lead on our Pasture and Profit in Protected Landscapes (PPPL) programme running in the Cotswolds and the Chilterns National Landscapes, funded by the Farming in Protected Landscapes (FiPL) programme. The Project Lead will be responsible for organising and supporting all aspects of programme delivery from participant recruitment, to the events programme and the mentoring scheme, developing educational resources, managing the budget and reporting to the funders. The Project Lead will work in collaboration with one of our regional farmer facilitators to organise and run the programme events and with our project officer to run the mentoring scheme and complete financial recording and administration.

**Key Relationships**

**Internal** - Reporting to Head of Programmes and Community; working with other members of the Community Team, Marketing & Comms team and the PfL Leadership Team; working in close collaboration with the Regional Farmer Facilitator and the Project Officer on the Cotswolds & Chilterns Pasture and Profit programme; coordinating with other PfL project managers in the region when scheduling events.

**External** - PfL members; farmers and consultants delivering activities for the PPPL programme; project participants; potential new PfL members from the farming community; FiPL funding managers; other regional and national sustainable food and farming organisations.

**Responsibilities**

Overall responsibility for our Pasture and Profit in Protected Landscapes programme in the region, including:

* + Financial forecasting, monitoring and reporting
  + Tracking KPIs and progress reporting internally and to funders
  + Event management, including finding and working with event hosts (e.g. farm tours and webinars)
  + Recruiting farmers into the programme, maintaining relationships with them to keep them engaged throughout the programme
  + Preparing newsletters and event adverts for project participants
  + Organising and supporting the mentoring scheme
  + Implementing data collection for project evaluation
  + Liaising and working with our project funders and partners
* Overall responsibility for PfL activity in the Cotswolds, Chilterns and surrounding region, including:
  + Supporting, developing and growing the PfL community in the region through work on the PPPL project
  + Networking with current and potential partners in the region, including with potential funders, to allow our work to continue and build over time

**Essential knowledge, skills and experience**

* Successful delivery of grant funded projects aimed at a professional or community audience
* Setting and effectively managing project budgets to achieve agreed targets
* Working within projects with multiple stakeholders
* Understanding of reporting processes and requirements for funders
* Managing own workload effectively to plan and organise work to meet deadlines
* Confident communicator with the ability to engage a wide range of people from different backgrounds and professions
* Able to build rapport in one-to-one and small group contexts to make project participants feel supported, understood and motivated to engage in activities
* Interest in agroecological and regenerative farming and its principles; enthusiastic and passionate about PfL’s cause and community
* Computer literate and a good intermediate knowledge of office programmes such as Google Workspace for email, file storage, spreadsheets, creation of documents, online meetings, presentations and event management platforms such as Eventbrite.

**Desirable knowledge, skills and experience**

* A good understanding of agroecological and regenerative farming and its principles
* Prior experience working in the food and farming sector
* Prior experience in education or running professional mentoring programmes
* Knowledge of the farming system in the region and factors affecting it.

**Key competencies and behaviours**

* Ability to work independently and proactively as part of a remote-working team
* Responds quickly to changing demands
* Demonstrates strong skills in planning and prioritisation
* Positive, proactive, patient, polite and friendly manner
* To act as an ambassador for the organisation and assist where required at events
* Ability to remain motivated and focused.

**Other requirements**

* Resident in or close to the Cotswold or Chilterns regions
* To have and maintain a valid driving licence