



Project Manager for Cornwall Pasture and Profit Project in Protected Landscapes Programme

- Location:** Full remote home working
- Role reports to:** Head of Programmes and Community
- Department:** The Community Team
- Direct reports:** N/A
- Salary & contract:** Freelance contract on a day rate of £192 with a contract up until the end of March 2025. If you would prefer to work on a PAYE contract basis please do get in touch because we can accommodate this.
- Hours of work:** 2 days per week
- Length of contract:** Fixed Term until end March 2025, extension dependent on funding
- To apply:** Send a covering letter and CV to info@pastureforlife.org. In the covering letter please outline the experience and skills that you have that you think are relevant to the essential criteria in the person specification
- Recruitment process:** We are accepting and assessing applications on a rolling basis and are looking to appoint someone as soon as possible. Please contact us if you are interested in the role to let us know that you intend to apply.



Job Description

Summary

Pasture for Life is recruiting for a Project Manager to work on our Pasture and Profit in Protected Landscapes programme in the Cornwall National Landscape area, funded by the Farming in Protected Landscapes (FiPL) programme. The Project Manager will be responsible for coordinating all aspects of project delivery from participant recruitment, to scheduling the events programme, organising farmer hosts and facilitators for the events, running the mentoring scheme, financial administration and reporting to the funders.

Key Relationships

Internal - Reporting to Head of Programmes and Community; working with two regional facilitators in Cornwall who engage farmers to join the project and support farmer hosts in running events; working with other members of the Community Team, Marketing & Comms team, Leadership Team as needed to deliver the programme

External - Pfl members; farmers and consultants delivering activities for the PPPL programme; PPPL programme participants; potential new 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 management 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)
- Coordinating and supporting the recruitment of farmers into the programme, maintaining relationships with them to keep them engaged throughout the programme
- Organising and supporting the mentoring scheme
- Liaising and working with our project funders and partners
- Representing Pfl in the Cornwall 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



Person Specification

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
- Interest in agroecological and regenerative farming and its principles; enthusiastic about Pfl's mission and community of farmers
- 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, ideal but not essential having run professional mentoring programmes
- Knowledge of the farming system in the region, including local farming organisations and networks

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
- Ability to develop effective and collaborative professional relationships with co-workers and external actors to achieve positive outcomes and contribute to a supportive working culture
- To act as an ambassador for the organisation and assist where required at events
- Ability to remain motivated and focused

Other requirements

- Resident in the Cornwall area
- To have and maintain a valid driving licence

Thanks for your interest in the role and we look forward to hearing from you!