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**Radnorshire Wildlife Trust**

**Job Description: Rhos Pasture Restoration Project Manager**

**Value Statement**: The Trust expects its staff to carry out their duties in a way that consistently exceeds the expectations and regulations of society in matters ethical and environmental.

**Job Title**: Rhos Pasture Restoration Project Manager

**Responsible to**: Trust Director

**Responsible for**: Rhos Pasture Community Engagement Officer (arts and heritage)

Volunteers supporting the project activities

**Job Purpose**: To engage with landowners and communities to meet project targets and deliver a successful, inspiring Project.

**Office base**: RWT office in Llandrindod Wells; working from home as required by Covid-19 restrictions

**Hours**: 37.5hrs per week

 Evening and weekend work will be required periodically, and a ‘time-off-in-lieu’ system will be used to cover this. Overtime payments are not available.

 A job share would be considered.

**Salary**: £25,325

**Holiday**: 20 days plus bank holidays and 3 days between December 27th - 31st.

**Contract period**: Jan/Feb 2021 to 31st March 2023, assuming successful completion of a 6-month probation period.

This is a Welsh Government Sustainable Management Scheme (SMS) project delivered through the Welsh Government Rural Communities - Rural Development Programme 2014-2020, which is funded by the Welsh Government and the European Union.

**Description of the Rhos Pasture Restoration Project**

Rhos pasture is a priority habitat often formed of a mosaic of vegetation types and is a frequent component of the landscape of Mid Wales. Undervalued for its species richness and ecosystem services potential, it is often degraded. Focussed on the area surrounding Rhayader, where rhos pasture was once the haunt of the marsh fritillary butterfly, and where, in places, it still supports important populations of the small pearl-bordered fritillary and other invertebrates and avifauna, this collaborative project aims to restore biodiversity and raise the cultural value of rhos pastures with both landowners and communities.

With support from staff, landowners, volunteers and contractors, the project plans to:

* Survey and monitor the restoration of rhos pasture.
* Improve the biodiversity, soil structure, carbon and water storage of rhos pastures, primarily through controlled grazing using cattle in preference to sheep.
* Survey and monitor the biodiversity and evaluate the management methods applied
* Help sustain farm businesses by investigating markets for products and developing tourism facilities.
* Use arts and heritage activities to engage the public, create a positive identity for rhos pasture and provide educational, health and well-being benefits.
* Monitor and evaluate outcomes and use this information to inform others.

The project already has a good level of support from landowners and local volunteers. The voluntary organisations ‘Rhayader by Nature’ and Community Arts Rhayader and District (CARAD)’ are well embedded in the local community and have been part of the project development. The elements of community engagement, working with volunteers, raising the profile of rhos pastures and a ‘wildlife experience’ for visitors are as important as increased biodiversity and sustainable land management.

**The role of the Project Manager** is to deliver the activities and outcomes of the Welsh Government-funded Sustainable Management Scheme project, line-managing and working alongside a part-time Rhos Pasture Restoration Community Officer and the RWT Admin and Publicity Officer as well as various partner organisations and individuals.

You will have a good understanding of upland farming systems and experience of talking to farmers and supporting them to deliver environmental outcomes from land management.

You will be passionate about wildlife and conservation and have a broad knowledge of habitats and species associated with upland farms.

You will enjoy working with volunteers and have experience in organising, inspiring and managing groups.

You will be comfortable engaging and working with consultants, local experts and partner organisations to set up biodiversity and ecosystem monitoring, training, feasibility studies and heritage activities.

You will be very organised and have experience in managing project budgets, achieving targets and reporting back to funder organisations.

**Essential skills and experience**

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| Considerable experience of engaging with landowners' face to face and giving whole-farm advice on land management that achieves environmental objectives. |
| A good understanding of the practical constraints and opportunities of farming and land management in the uplands, particularly rhos pastures and marshy grasslands. |
| An understanding of agri-environment schemes and agricultural policy, particularly in the Welsh context.  |
| A broad knowledge of upland habitats and reasonable identification skills for their associated species. A passion for communicating about wildlife.  |
| Excellent project management skills, including project planning, budget management, record keeping, financial claims, monitoring outputs and reporting to funders and other organisations in various ways. |
| Experience of managing and working with volunteers, leading group tasks and communicating about conservation and the countryside.  |
| Experience of writing briefs and contracts, managing capital works and managing external contractors. |
| Experience of managing the health and safety of staff, contractors and volunteers during practical activities and work situations. |
| Competent IT user with experience of MS Office packages. |
| Able to produce GIS maps (we use QGIS). |
| A willingness to work with other staff and volunteers in a small team and in partnership with other organisations, attending external meetings and representing RWT and the Rhos Pasture Restoration project. |
| A current driving license, the use of a vehicle and the willingness to purchase business insurance to enable you to drive as part of your work (a vehicle for staff-use is **not** provided but a mileage allowance of 40ppm is available). |

**Desirable skills and experience**

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| Experience of line-management of staff. |
| An ability to communicate in Welsh. |
| An understanding of Welsh Government RDP grants and the WEFO & RPW online systems. |
| Experience of providing training for volunteers and/or providing training for farmers and landowners. |
| Experience of website management and communicating by social media. |
| Experience of applying new techniques learnt from other organisations or training days. |
| Experience of marketing local products and tourism initiatives. |

**Main responsibilities of the Project Manager**

**Project Management**

* Plan and implement a programme of work both in the short term and across the two years of the project to ensure that milestones and targets are achieved, and the budgetary spending met.
* Maintain excellent records of the project activities and report back to the funder.
* Maintain spreadsheets showing expenditure, income and volunteer time, and make accurate financial claims to the funder.
* Line-manage the Rhos Pasture Restoration Community Officer (3 days /week) and work with the RWT Membership, Admin and Publicity Officer (2 days/month).
* Write and advertise briefs and contracts for external consultants and contractors and ensure that these works are undertaken to a good standard.
* Work to the Financial Procedures of RWT and those of the funding organisation.
* Work with the Steering Group and set up working groups to guide the work of the project and enable information to spread through different community channels.

Maintain a professional working relationship with other staff, partner organisations, stakeholders, volunteers and the wider community

**Working with landowners**

* Give advice to landowners on opportunities within the scope of the whole farm to improve resilience and enhance biodiversity of rhos pastures and their marginal habitats.
* Identify opportunities for capital works that will support better management of rhos pastures and work with landowners and contractors to buy materials and get work done.
* Work with landowners to identify opportunities for habitat management work that supports the provision of ecosystem services.
* Identify demonstration sites and opportunities for wildlife tourism, and support landowners in implementing actions.

**Surveys and monitoring**

* Working with volunteers and contractors, develop an ‘opportunity map’ for the area to guide project work and produce additional maps to evidence work undertaken.
* Working with volunteers and contractors, in the first year of the project plan and establish baseline surveys for both wildlife and ecosystem services with follow-up monitoring and evaluation as the project progresses.
* Set up training opportunities for landowners that enable them to recognise the wildlife and ecosystem services value of rhos pastures and support their management of it.

**Community**

* Work with the Community Engagement Officer to set up species ID training activities, traditional skills training and community events to enable volunteers, communities and landowners to recognise the wildlife and ecosystem value of rhos pastures.
* Support the Community Engagement Officer and other partner organisations in setting up community events to raise the profile and understanding of rhos pastures.
* Work with the Community Engagement Officer to ensure that all community events are effectively monitored, recorded and reported back to the funder.
* Write briefs and engage consultants to undertake feasibility studies into potential for a rhos pasture ‘wildlife experience’ and the marketing and development of a rhos pasture product.
* Work with community and tourism organisations to market and launch these ‘products’ and monitor the success of these.
* Work with landowners, tourism businesses and consultants to create interpretation that gives greater understanding of rhos pastures to both local people and visitors.

**Publicity**

* Support the Community Officer and RWT Publicity Officer to provide regular publicity through a variety of media to raise the profile of rhos pastures to a wide audience.
* Write articles, give talks and communicate widely about the project.

**Additional information**

This job description does not form part of the contract but indicates how this contract should be performed.