

# Project Lead & Engagement Coordinator

We are looking for a motivated individual to join our team, and contribute to an exciting new social enterprise with ecological, social and environmental aims.

## About the Cwm Arian Renewable Energy

[Cwm Arian Renewable Energy](#) is a Community Benefit Society, started in 2011. We run a wide range of projects which focus on community engagement, sustainability and environmental enhancement across Pembrokeshire. Our first project was the installation of a 700kw wind turbine to generate clean electricity. We now run an energy support service for Pembrokeshire residents and organisations, a Wales-wide home retro-fit service, an eco-build space for creative projects in Hermon, community meals and workshops and growing projects across the county, and large-scale landscape and biodiversity improvement projects.

Over the last few years, we have developed projects to launch social enterprises which have ecological, social and financial benefits, and can become financially self-sustaining.

## About the Project

We have recently secured funding to develop one of these social enterprises through our project #NNF3 Heathland Social Enterprise. The project aims to manufacture and sell solid fuel briquettes made from heathland plants. This project is funded by the Nature Networks Programme and it is being delivered by the Heritage Fund, on behalf of the Welsh Government.

The project will build on our work to date and develop agreements and a business plan for a social enterprise, which aims to improve the ecological resilience and connectivity of heathland and surrounding habitats across Pembrokeshire.

This capacity development project will trial a financially sustainable model of harvesting bracken and heathland plants to improve the ecological value of protected heathland sites and connected habitat, reduce fire risk, and make them more attractive to graziers (with less dense bracken, heather and gorse).

The model draws on learning from a similar social enterprise which was successfully set up in Somerset called Brackenburn.

## The Role

The Project Lead & Engagement Coordinator will oversee the smooth running of the project, working closely with the Technical Lead Officer, consultants, ecologists and a project steering group. They will keep project activity on track, reporting to our funders and ensuring that the

outcomes of the project are delivered - notably a solid business plan and way forward for the project.

The role also includes working closely with members of the public, landholders and communities to help manage important heathland and commonland sites in Pembrokeshire. The appointed candidate will lead on community consultation and secure agreements with land managers for harvest sites for the project which bring benefits to local people, businesses and biodiversity. This role involves office and outdoor work, working as part of a team and at times alone.

They will work alongside a Technical Lead Officer, who will be responsible for logistics, working with contractors and design of the manufacturing processes.

They will also be supported by CARE's Communications Officer, finance team, Land Projects Coordinator and Funding Support Officer.

The job is offered 5 days/week, May - December 2024. We hope to be able to extend this contract if additional funding can be secured for the project.

We are open to offering this role as a job share for the right candidates.

## **Responsibilities**

### **Coordination**

- Maintain oversight of project objectives and timeframes ensuring they are delivered on time and to budget.
- Coordinate Project Officer(s), providing direction and support.
- Facilitate steering group meetings to inform project delivery and strategy.
- Represent the project with key stakeholders.
- Manage the budget and monitoring and evaluation framework, ensuring the project is on track, and report regularly to the board of Directors and funders.
- Oversee the development of a realistic and appropriate business plan for the social enterprise.
- Assess training needs and source training for the project team.
- Manage relationships with key stakeholders.
- Seek new partnerships which are of benefit to the project.
- Manage the project and communications with funders and ensure that all conditions of funding are met.
- Appoint and work closely with contractors to deliver key pieces of work and sign these off (ecological surveys, external evaluation of the project, technical manufacturing

processes, etc.).

- Identify sources of funding and make applications for the future roll-out of the project.

### **Stakeholder Engagement**

- Engage with stakeholders to secure agreements for site management which leads to ecological improvement.
- Be the first point of contact for external communications.
- Lead community consultation with local communities, graziers associations, and other interested parties, ensuring their views and aspirations are integrated into the project.
- Lead on developing a public engagement plan for the delivery of the social enterprise.
- Lead on organising events and marketing, working with Cwm Arian's Communications Officer.
- Input into social enterprise business planning.
- Engage consultants to deliver key pieces of work, including ecological standards for the harvest of bracken and heathland plants.
- Work closely with ecologists to develop management plans for pilot sites.
- Develop close working relationships and agreements with stakeholders.
- Seek new partnerships which are of benefit to the project.

### **Person Specification**

We are looking for candidates with some or all of the following skills and experience. We have a training budget to develop or deepen skills which will help to deliver the project.

- Experience of managing ambitious projects on time and to budget.
- Experience of securing funding from government, trusts and foundations or other sources.
- Interest, understanding or education in ecology/conservation, farming and land management.
- Experience of developing social enterprise, or working in the sector.
- Experience of business processes and planning.
- Able to work well within a team and to manage own workload.
- Good understanding and/or working relationships with key stakeholder groups in Pembrokeshire.
- Excellent interpersonal skills.
- Excellent communication/marketing skills, including written work and oral

presentations.

- Experience managing consultants to deliver on briefs.
- Bilingual Welsh/English speaker.
- Driving license, and ability to tow a trailer, or willingness to learn (desireable).
- Ability to work outside of office hours on occasion (evenings, weekends).
- Ability to deliver work packages to a high standard, and on-time.
- Willingness to take part in staff activities, such as team meetings, away days and organisational development.

## Job Terms

**Hours:** 5 days/week (37.5 hours).

**Salary:** £27,417 per annum pro rata plus statutory minimum employer pension contributions if eligible/opted in. N.B Cwm Arian currently operates a flat pay structure.

**Contract term:** start date as soon as possible once legal contracts with Welsh Government have been signed off. We expect this to be in place by mid-April.

Initial contract until 31st December 2024, with possibility of extension depending on project development, funding and income generation in the future.

**Holiday:** 5.8 weeks/year pro rata.

**Expenses:** for mileage, stationary etc. Use of leased company vehicle available.

**Hardware/software:** ideally you'll use your own portable IT equipment/mobile phone, although CARE can supply shared equipment and will support with software needs. Phone app and email address will be provided.

**Training:** CARE has a staff training budget, and this project will offer training to the appointed candidates.

**Working location:** willingness to work from rented offices (currently in Tegryn) is essential to ensure regular in-person contact with the staff team. You must also be able to work remotely. There is a some requirement to travel locally to support delivery of the project.

## How to Apply

To apply, send your CV (no more than 3 pages) and covering letter (no more than 2 sides of A4) by midnight, 17th April 2024 to Naomi Hope, Project Coordinator [naomi@cwmarian.org.uk](mailto:naomi@cwmarian.org.uk).

Shortlisted candidates will be invited for interview on the 22nd or 23rd April 2024. All candidates will be informed of the outcome of their application.

If you have any questions before applying to the role, please send these to [naomi@cwmarian.org.uk](mailto:naomi@cwmarian.org.uk).

