

## **Freelance Project Coordinator Community Apple Pressing Service**

### **Background**

Cwm Arian Renewable Energy (CARE) is a community benefit society based in Crymych, Pembrokeshire. We are a team of friendly, hard-working, part-time workers who aim to collaborate and support each other to achieve our vision of 'thriving communities, connected to nature and each other, enjoying environments rich in life'.

CARE has run a [mobile community apple pressing service](#) for the last 4 years. Apple pressing events are held at village halls across Pembrokeshire between late August and mid-November.

CARE owns apple pressing equipment, and advertises the events for individuals to bring surplus apples to be pressed for a small fee. We involve volunteers from the communities who host us, and we find that these events bring diverse groups together, from children, families, the elderly, farmers, to residents new and old.

Often the communities themselves run a cafe or other activities alongside the apple juicing which can also generate interest, volunteers and income for small local groups and halls.

We are looking for someone to coordinate the apple pressing events in 2025. This involves coordinating events with communities, recruiting volunteers, getting the word out, managing logistics in the run-up and being present on the day.

This role needs a motivated, well organised individual who is adept at working alone and as part of a team. Most events will be held on weekends, so availability over the autumn will be important.

There may be possibilities to get more involved in other CARE projects during or after this project.

### **Job Description**

- Coordinate the apple pressing service to run 6-8 day-long events throughout autumn 2025 across Pembrokeshire.
- Liaise with community halls/groups about organising apple pressing events at their venue (we have already got a list proposed venues, and have had some enquiries).
- Ensure events are advertised widely, represent CARE's wider aims and work at events.

- Coordinate logistics of the apple pressing events, including scoping out venues, moving equipment, set-up/pack down, storage and troubleshooting.
- Coordinate and run the apple pressing events.
- Recruit and coordinate staff and volunteers to help run the events (in line with CARE recruitment and pay policies).
- Manage the private hire to individuals and groups - including scheduling hire, handover of equipment and checking it over on return.
- Design and collate feedback from the events.
- Manage the budget.
- Seek continuation funding, and manage funding relationships and ensure monitoring and evaluation requirements are met.
- Report to the CARE team and Board of Directors.
- Complete reports to funders once the events are finished.
- Document learning from the apple pressing season to inform future activities.

### **Person Specification**

- Experience of project management/coordination (or willingness to learn).
- Ability to manage a budget and manage reporting requirements (some support is available from CARE core staff, but this role will have main responsibility).
- Experience of organising events.
- Good interpersonal skills.
- Available on weekends over the autumn (September - November), to run the events.
- Driving license (highly desirable).
- Welsh speaker/learner (highly desirable).

### **Job terms**

- **Hours & contract term:** 20 days across July - November 2025.

N.B. a day is counted as 7.5 hours, but please note that to run an apple pressing event takes around 10 hours work, to cover set up/take down/storage of equipment.

- **Pay:** £18.57/hour as self employed freelancer.
- **Expenses** = for mileage, stationary etc. Use of leased company vehicle available.

### **How to apply**

Please send a simple CV and letter/email explaining why you would like the job and your relevant experience to [admin@cwmarian.org.uk](mailto:admin@cwmarian.org.uk) by **20<sup>th</sup> July 2025**.