

Project Officer, 18-month contract, 6-8 hours/week

Fordhall Community Land Initiative, Fordhall Organic Farm, TF93PS

This role will suit an individual who is flexible with their working arrangements such as around studying or working for themselves

We are seeking a dynamic and experienced Senior Project Officer to support delivery of at least two partnership projects within our community-driven charitable Society - The Fordhall Community Land Initiative.

This pivotal role involves overseeing project planning, execution, and delivery, ensuring alignment with project goals and community aspirations. The Senior Project Officer will drive project success through strategic leadership, attention to detail, and effective member communication. This position offers an exciting opportunity to influence areas of community empowering and community farm ownership.

The ideal candidate will possess strong administration skills, excellent organisational abilities, and a passion for collaborative working.

Duties

- Supporting the delivery of two of our existing projects, currently: Transitions to Community Farm Ownership (TCFO) and our Community Covenant Pilot. Very different projects, but similar skill sets are required for each.
- Coordinating stakeholder engagement and supporting good governance
- Managing data and progress for both projects. Writing minutes, following-up actions. Keeping all members informed of progress and following up on leads on behalf of the group.
- Keeping an up-to-date budget record and time plan
- Working collaboratively with partners to ensure funding has the desired impact.
- Contributing to the monitoring and reporting of each project
- Writing reports, together with required background research
- Assisting with funding applications and evaluation
- If one project comes to an end, we may introduce a new project into the role.

What's Essential.

- Experience supporting or coordinating projects and engaging stakeholders
- Awareness of environmental and agroecological issues in the UK - an interest in the importance of community-ownership and the opportunities it provides.
- Excellent communication, organisation and data handling skills, with great attention to detail.
- Excellent interpersonal skills and able to engage with different characters, building engagement with each interaction.

- A desire to see communities thrive
- Confident using Microsoft Office, particularly Excel and PowerPoint
- Ability to work independently and as part of a cross-functional team
- Ideally, a degree in a relevant subject, or equivalent qualification and/or experience in a relevant professional/research field.

Transitions into Community Farm Ownership - an 18-month project to understand and help develop the mechanisms for farmers, communities, and landowners to transition land into community custodianship. Key partners are Ecological Land Coop and Shared Assets. An interest in food security, land ownership and community engagement will help the best applicant complete this work. This is a research project. The outcomes will be seen through the identification of a clear pathway for how the movement can best develop, involving all partners and engaging our wider communities.

Community Covenants - a pilot power-sharing agreement between the Market Drayton community and Shropshire Council to make decisions together in the best interests of our community. Charlotte facilitates this group which meet every 3-weeks. We work on varying projects for the good of our community. Over 18 members represent the community of Market Drayton. Help is required with minute taking and some community development work, helping us to map and connect our community to build resilience, health and happiness.

Both projects are led by our General Manager, Charlotte Hollins, but support is needed to help make them happen and to keep things moving. This is where this role comes in.

You will be the glue that holds the partners of each project together. You will make sure we all stay on track, ensure we all know where the project is up to and help us follow up on leads to ensure each project evolves around our learning as we go.

To apply, please send a copy of your CV together with a covering letter explaining fully why you are the right person for the role and why each of these projects peak your interest. It is important to note that we expect more time to be weighted towards the TCFO project than the Community Covenant Pilot.

Hours: 6-8hours/week spread throughout the week. The right candidate will be able to respond to emails within 24-48hours remotely, with 4 hours regularly working onsite. More hours may be available within the organisation depending on the candidate.

Contract: Fixed term for 18-months, with potential for a longer-term role, funding dependant.

Pay: Starting pay £14.05/hour with pension contributions, holiday and sickness entitlement.
(£29,224 FTE salary)