

Yorkshire Dales Millennium Trust

Job Description



February 2025

Position: Hay Time Project Manager

Responsible to: Programmes Director

Location: YDMT offices, Clapham, North Yorkshire

Salary: Band: £34,555 - £37,880

Full Time (35 hours per week). Mix of office and home working. Will consider part time at four days a week.

Job Purpose: The post holder will be responsible for:

1. Management and delivery of our grassland work
2. Development and management of nature recovery projects
3. Line management of project staff

We are a small charity doing big things to help to protect and enhance the People, Landscape and Wildlife of the Dales.

For 27 years we have delivered diverse and inspirational projects, helping to plant 1.6 million trees and securing the future of more than 850 hectares of wildflower hay meadows, creating habitats for our wildlife and combatting climate change. We are passionate about inspiring disadvantaged groups and future generations to care for this special area.

Over a quarter of England's flower-rich upland hay meadows and pastures are here in the Dales. Our Hay Time project has seen YDMT restore and enhance wildflower meadows across the Yorkshire Dales and Forest of Bowland. The project has provided thousands of people with the opportunity to discover, celebrate and enjoy meadows through training, volunteering and events like National Meadow Day.

Over the next three years, we aim to continue to restore, protect and celebrate our meadows. The Hay Time Manager will lead on delivering our new grassland strategy, focused on offering guidance, advice and support to landowners and communities as well as delivering practical restoration projects.

How we work:

- We deliver transformative projects for people and nature, and use our skills to enable other organisations to increase their impact.
- We raise and distribute funds, providing flexible grants and guidance supporting innovative community-led action where it is needed most.
- We are firmly rooted in our communities and have a greater impact by joining forces with our partners.

Our VALUES guide everything we do:

- **Enabling** – We make real practical things happen and are approachable, collaborative and inclusive, valuing people's opinions in everything we do

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- **Caring** – We are passionate about supporting the people, landscape and wildlife of the Yorkshire Dales and are committed to being sustainable
- **Creative** – We thrive on new challenges and act with entrepreneurial spirit in order to make a positive difference to this special area
- **Honest** – We always act with integrity and are open, clear and fair

Main Responsibilities:

1. Hay Time – management and delivery

- Lead on the delivery of our grassland restoration strategy
- Liaise with land managers, partner organisations, volunteers and other interested parties to develop and deliver annual programmes of schemes, including:
 - Determine the suitability of receptor sites for restoration/enhancement and appropriate donor sites.
 - Co-ordinate contractors and ensure that harvested/processed seed is properly handled, that receptor sites have been properly prepared and have appropriate management in place.
 - Carry out suitable monitoring regimes for donor and receptor sites.
 - Management of training and supervising volunteer botanical surveyors and seed collectors
- Promote the project through training and events for a range of audiences
- Develop a small-scale seed collection and growing project, with a focus on growing rarer species for enhancement schemes
- Undertake monitoring and evaluation of the project and its activities, provide written reports and updates and maintain accurate records
- Liaise with other grassland restoration projects and YDMT partner organisations to share best practice, knowledge and expertise
- Ensure that the project achieves its aims and objectives, fulfils the contractual requirements of funding partners, and that all necessary consents and agreements are in place
- Work collaboratively with fundraising staff to secure project funding

2. Support the development and management of other nature recovery projects

- Support the development of new projects that align to our values and complement the Hay Time strategy and delivery
- Management of new projects where required to ensure they achieve their aims and objectives, and fulfil the contractual requirements of funding partners
- Work with Project Managers across our interlinking projects to identify opportunities for cross team working

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3. Line management of project staff

- Provide support and line management for the Bowland Hay Time Project Officer and YDMT Community Conservation Officer

4. General

- Carry out duties with due regard to the well-being and safety of others at all times
- All staff members are expected to volunteer to support and assist at the occasional evening and weekend event

This is not intended to be a full description of duties and the post holder may be required to perform any other duties commensurate with the nature of the post as deemed appropriate and by agreement with your line manager.