

Cylch Bwyd
Project Manager
Job Description

IDENTIFICATION OF JOB

Working base	Warwick House, Llandrindod Wells (with occasional travel within England and Wales)
Fixed-term Contract	Hybrid contract
Duration:	3 year fixed term contract
Responsible to:	CEO
Responsible for:	Project Officers, Interns, Volunteers
Salary:	£30,000 pro rata
Holiday Entitlement:	25 days per annum plus Bank Holidays
Pension:	Enrolment into the NEST auto-enrolment scheme, currently with 3% minimum employees' contribution with a 6% contribution from RWT.
Working Hours:	35 hours per week, with flexible working arrangements. Some evening and weekend work required for which Time Off In Lieu will be awarded.

Overall Purpose of the role:

This role will lead the delivery of Radnorshire Wildlife Trust's new three-year Pentwyn Food, Farming & Nature Project, Cylch Bwyd, an initiative designed to strengthen the local food system while enhancing biodiversity and community resilience across Radnorshire.

The project focuses on two interconnected priorities:

1. Increasing education on food growing, with a strong emphasis on environmental impact, biodiversity, and climate resilience.
2. Supporting, connecting and promoting the local food economy.

Working from Pentwyn, the Project Manager will oversee the creation of a community growing space, enhancement of habitat demonstrating nature-friendly food production, and delivery of an ambitious programme of school visits, workshops, and outreach activities. The role will build strong relationships between farmers, growers, schools, local food businesses and community members, helping to bridge divides and create long-term collaboration.

This position requires a confident leader with experience in community engagement, and partnership working - particularly within a farming context in Wales. The successful candidate will combine strategic oversight with hands-on delivery, ensuring measurable ecological gains alongside meaningful educational and social impact. As part of the role, the Project Manager will also take on responsibility for managing other RWT community projects, and be expected to contribute to the long term ambition of the site, and that will include contributing to fundraising and generating ideas for future projects.

Main Duties & Responsibilities

Your responsibilities will include, but are not limited to:

Project Leadership & Management

- Overall responsibility for successful delivery of the 3-year project to agreed milestones and budget.
- Line management of 2 Project Officers (Both 0.8 FTE each), one directly on the Cylch Bwyd Project and another on an established community project running at RWT already.
- Managing project budgets, reporting requirements, and financial monitoring.
- Ensuring all monitoring, evaluation, and funder reports are completed accurately and on time.
- Coordinating independent evaluation processes and integrating learning into delivery.
- Supporting the Pentwyn Steering Group to ensure ongoing community input and accountability.
- Being the main point of contact for the Wilder Pentwyn Farm, as well as any contractors on site when necessary.
- Supporting RWT's Pentwyn growers

Education & Community Engagement

- Overseeing delivery of project targets primarily led through the Cylch Bwyd Project Officer
- Working with local schools, youth groups, and educators to embed food systems and biodiversity learning.
- Facilitating collaboration between farmers, growers, food businesses, and community groups.
- Representing RWT at events, workshops, and partnership meetings.
- Supporting bilingual (English/Welsh) delivery and inclusive engagement.

Biodiversity & Land Management

- Leading habitat creation and enhancement works across Pentwyn, working closely with RWT's Reserves Team
- Ensuring the site demonstrates best practice in nature-friendly food production.
- Working with graziers, growers, and RWT's Reserves Team to integrate conservation and food growing.
- Commissioning and supporting ecological surveys to monitor biodiversity gains.
- Embedding sustainable procurement and low-carbon delivery methods within project operations.

Local Food Economy & Partnership Development

- Strengthening networks within the Radnorshire food economy.
- Supporting local growers and small farmers through training, networking, and collaboration.
- Promoting locally grown produce and sustainable food choices.
- Working closely with partner organisations.
- Identifying opportunities to sustain and grow the project beyond the grant period.

Personal Qualities

We are seeking someone who is:

- Passionate about nature recovery and sustainable food systems.
- Empathetic and sensitive to the realities facing farmers and rural communities.
- Solutions-focused and able to inspire confidence across diverse audiences.
- Calm, diplomatic, and confident when navigating complex or contested topics (e.g., climate change, land use, food security).
- Motivated by long-term legacy and community empowerment.

PERSON SPECIFICATIONS

Skills and abilities

Essential

Travel is an essential part of this role, so a full and valid driving licence and own car, insured for business use is required.

Environmental skills:

Any applicants must have proven experience in environmental roles, the Project Manager will be expected to deliver outcomes as part of this role alongside the management of the project. We are looking for someone passionate about nature's recovery.

- Commitment to nature conservation
- Knowledge / Understanding of local food systems
- Knowledge of the context of farming in Wales

Project Management skills:

We are looking for someone to lead delivery for a key project for RWT over 3 years, and it is therefore essential that the applicant have proven experience in team leadership.

- Line management experience
- Experience of positive collaboration with stakeholders and partners, including neighbouring landowners and the farming and forestry sector
- Experience successfully managing budgets
- Experience producing project reports
- Ability to learn from mistakes and critically appraise both their own work and that of their team

Other Essential skills include:

- Experience using IT software including email, MS Word, PowerPoint, Excel and videoconference apps
- Remote work is to be expected as part of this role, so a full and valid driving licence and own car, insured for business use is required
- Any applicant must have at least a base knowledge of the pronunciation of Welsh place names

Desirable skills:

- Successful grant bid compilation
- Good natural history skills
- Ability to communicate in the Welsh language
- Practical land management skills, backed by certification e.g. chainsaw certificate, tractor, ATV and off-road driving skills, brushcutter etc

This is a leadership role within Radnorshire Wildlife Trust. The successful candidate will play a central part in delivering a healthier, more biodiverse landscape at Pentwyn while strengthening Radnorshire's local food economy and building lasting connections between people, food, and nature.