



Llais y Goedwig

Job description

Dewis Gwyllt Project Manager

Job title:	Dewis Gwyllt Project Manager
Responsible to:	Llais y Goedwig Projects Manager
Salary:	£29000 per annum pro rata paid monthly in arrears
Location:	Flexible, with regular contact with and travel to the Llais y Goedwig main office in Machynlleth and across Wales.
Duration:	This is a fixed term contract from May 2019 to December 2021
Hours:	22.5 hours per week, usually Monday to Friday. Occasional evening and weekend work may be required.
Statutory leave:	20 days (pro rata) plus public holidays.
Probation period:	The post is subject to the successful completion of a three-month probationary period.
Pension:	Eight percent of salary for standard contracted hours – in addition to salary identified above

JOB OVERVIEW/OBJECTIVES

The purpose of this role is to manage the delivery of the Dewis Gwyllt Project (a project funded by the Welsh Government Rural Communities – Rural Development Programme (RDP) 2014-2020 funded by the European Agricultural Fund for Rural Development (EAFRD) and the Welsh Government) to develop and test the viability of environmentally sustainable, socially motivated supply chains for wild woodland resources in the Welsh economy.

To achieve this the Project Manager will work under the direction of the Llais y Goedwig (LlyG) Projects Manager, and in close collaboration with members of [Wild Resources Limited](#) (partners in the Project) other Llais y Goedwig staff, members and partners to:

- Ensure that the Dewis Gwylt supply chain pilot activity is undertaken with community woodland groups, local and national suppliers and buyers
- Manage local publicity and events throughout the project, including on social media
- Ensure that the Dewis Gwylt Steering Group is representative of the relevant sector experts
- Ensure that the project is delivered within the guidelines of the Rural Development Programme

RESPONSIBILITIES AND KEY TASKS

The Dewis Gwylt Project Manager will work under the direction of the LlyG Projects Manager, and in close collaboration with Wild Resources Limited, other Llais y Goedwig staff and Llais y Goedwig members to:

- Organise and run Steering Group meetings with members appropriate to the particular phase of the project. Disseminate project information to the Steering Group.
- Research existing wild products resource within community woodlands initially and potentially the wider woodland network in Wales
- Research potential buyers and producers of wild woodland products – link suppliers with products and agree sales as necessary
- Organise harvesting trials on selected community woodland sites
- Work with relevant Food Technology centres to ensure all legal and safety aspects of processing and storing products are identified and documented.
- Undertake training in harvesting, post harvesting and processing methods as required and train others in methods and techniques
- Organise and attend events and workshops at stand-alone events and as part of larger events with Llais y Goedwig
- Input into discussions with Natural Resources Wales and certification bodies on codes of practice, sustainable harvesting levels and regulations regarding harvesting
- Input into organisation of and attend visits to research other initiatives in the UK and possibly abroad
- Manage the project budgets, submit quarterly claims and ensure the project is delivered in line with relevant RDP and Welsh Government guidelines

Undertake other tasks as directed by the Llais y Goedwig Projects Manager

SKILLS, KNOWLEDGE & EXPERIENCE

- Good project management and administration skills

- Experience of budget management
- Evidence gathering, surveys, report writing
- Organising and running events and workshops
- Experience of community woodlands or other community environmental initiatives
- Experience of working in the food or foraging sectors
- Excellent interpersonal skills - you will have to develop effective working relationships with groups, small businesses and organisations quickly and effectively
- Ability to work on your own frequently but also to work under direction & collaboratively
- Inspire trust and confidence – while being a connector and a facilitator
- Willing to transfer knowledge and skills to others
- An understanding of working in devolved and Local Government in Wales
- Able to communicate in Welsh and English (preferable)
- Experience of Wales European Funding Office (WEFO) online claims and reporting systems

REPORTING AND SUPERVISION

- 3 month probationary period
- You will work under the direction of the LlyG Projects Manager, who will report to and link in with the LlyG Board of Directors, to an agreed work plan
- Provide formal written progress reports to the LlyG Projects Manager, LlyG Board and Welsh Government every 3 months in an agreed format.
- Provide progress reports and timesheets to the LlyG Projects Manager as required for inclusion in board reports and quarterly reporting to funders
- Ensure that you adhere to the LlyG staff handbook in terms of policies, procedures and conduct