



Projects Coordinator Job Description

Salary: £32,764 pro rata (£16.80 per hour)

Hours: 15 hours/week (2 days/week)

Contract: Temporary Contract

Responsible to: Senior Manager

Work Pattern: A flexible work pattern, to be discussed with your line manager.

Location: Newtown

About Cultivate

Cultivate is dedicated to supporting a resilient local food economy and is the host of [Bwyd Powys Food](#), the sustainable food partnership for Powys. Cultivate supports our community by nurturing local businesses, promoting sustainable land management, and connecting people to local food. We are passionate about people & plants, growing & gathering, cooking & community, food & the environment.

Role Purpose

We are looking for a dynamic and experienced Project Leader to provide strategic oversight and operational management for our Community Project, Get Growing, Get Cooking, Get Skills. You will lead a dedicated team to deliver an inspiring programme of workshops, manage a thriving community garden and kitchen.

Your primary responsibility will be to ensure the project meets its targets and objectives, delivering high-impact outcomes for our participants and the wider community. You will be responsible for all project monitoring, evaluation, and reporting, ensuring we can clearly demonstrate our success to funders and stakeholders. A key part of your role will be monitoring project impact for our funders and overseeing the budgets for the main project and other complementary projects. This is a role for a highly organised individual who is passionate about creating positive social change.

Key Responsibilities

Project Management and Strategic Leadership

- Provide effective leadership, management, and support to the project team, including the Growing Leader, Food Leader, Project Assistant, Children's Delivery Lead and Green Gym Volunteer Leader.
- Develop, implement, and review the overall project plan, ensuring key milestones, outputs, and outcomes are achieved on time and within budget.
- Oversee the successful delivery of the project's workshop programme, which provides skills in growing fruit and vegetables and cooking low-budget, healthy meals.
- Manage the main project budget and the budgets of complimentary projects, authorising expenditure.
- Act as the main point of contact for project partners and stakeholders.
- Ensure all project activities comply with organisational policies, including Health & Safety, Safeguarding, and Data Protection.
- Develop, plan, and deliver project events, in collaboration with the wider team.
- Create and manage a content calendar for our social media platforms (e.g., Facebook, Instagram), posting regular updates, creating events, and engaging with our online community.
- Produce promotional materials such as posters and flyers (e.g., using tools like Canva).

Monitoring, Evaluation & Reporting

- Implement monitoring and evaluation (M&E) framework to track project progress and measure impact.
- Manage the collection of both quantitative and qualitative data (e.g., workshop attendance, volunteer hours, harvest yields, participant case studies, and feedback).
- Analyse M&E data to inform project development and continuous improvement.
- Prepare and submit high-quality, timely progress reports for the project funder and the Senior Manager detailing achievements against targets.

Community Engagement

- Ensure a high-quality, safe, and rewarding experience is provided for all project participants and volunteers.
- Build and maintain strong, positive relationships with local community groups, schools, and organisations to maximise the project's reach and impact.
- Champion the project externally, acting as a passionate ambassador of Cultivate.

Person Specification

Essential Criteria

- Proven experience in project management.
- Demonstrable experience of successfully managing and motivating a team of staff and/or volunteers.
- Experience in monitoring and evaluation, including data collection, analysis, and writing

detailed reports for funders.

- Experience in managing project budgets.
- Excellent interpersonal and communication skills, with the ability to build effective relationships with a wide range of people.
- Strong organisational and time-management skills, with the ability to manage competing priorities and meet deadlines.
- A genuine passion for community empowerment and local food and growing initiatives.

Desirable Criteria

- Experience working on a food-related project (e.g., food poverty, community growing, healthy eating).
- Experience in securing project funding through grant writing.
- Knowledge of safeguarding principles and best practices.
- A valid First Aid at Work certificate.
- Ability to speak, read and write in Welsh+
- A full UK driving licence

How to Apply

To request an application form or if you require any further information regarding this post, please contact: admin@cultivate.uk.com

Closing Date: 5pm 09.11.25

Interview date 14.11.25