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| Job title | Project Manager (Edinburgh) |
| Duration of Post | 12 months (fixed term contract) we are confident in securing additional funding which will extend the contract by a further 12 months. |
| Working hours | 3.5 days/week (25.75 hours) |
| Responsible to | Partnerships Director |
| Location | Edinburgh |
| Salary | £24,840 pro rata plus 5% employers pension |

About The Orchard Project

We are a national charity that inspires and trains communities to create, restore and maintain community orchards for the benefit of people, communities and the environment. Our Project Managers and consultants work with communities in hubs across England and Scotland, and we have a core staff based in London.

We've been around since 2009 and have grown from the London Orchard project to become the country's national community orchard charity. We have created and restored over 250 community orchards in our time and we run training programmes with adults and in schools, orchard heritage events and orchard enterprises. Our flagship programmes at the moment are

- A Celebration of Orchards: working with communities in the London region to restore 30 of London's lost or forgotten orchards, running a large-scale adult and young people orchard training programme and setting up a London community-powered juice and cider enterprise;
- Helping Britain Blossom: This project is funding the Project Manager post.

The Helping Britain Blossom story so far

Our vision is to share the magic of orchards with communities across the UK by helping local people create, restore and access orchards which they can enjoy and use for good. We are working in partnership with HEINEKEN UK to deliver Helping Britain Blossom which is bringing people together to improve green spaces and build healthier, happier, and more sustainable communities.

Helping Britain Blossom has proved to be an extraordinary project. It is the biggest coordinated community orchard planting programme happening anywhere in the UK and probably the biggest such undertaking this country has ever seen. Because of that, we are on track to have created or restored no less than 147 orchards by March 2017. The project has touched the lives of thousands of people and changed local community spaces for decades to come.

Priorities and themes for phase 2

The first phase was about orchard planting / restoration and starting to grow the capacity of communities that will look after the orchards.

Now, for the orchards to truly thrive, they need to become even more centrally relevant to the wider communities that host them. They need to become better known in those areas to feel more fully owned by those communities and they need to be bringing benefits and impacts to people and groups of people that are the most in need.

So the next phase is about building community resilience and broadening community engagement in our brilliant new network of orchards. We will nurture our existing community orchards, further building their skills and engagement with their community orchard by supporting events, enterprises and harvesting. We will encourage community orchard groups to grow and thrive bringing in new people, groups and partners, particularly those most in need, to use and benefit from the many impacts our new and restored community orchard can bring. And we will work with these same partners and groups more in need, to create new community orchards that will broaden the impact further.

A community orchard is about community and in this phase of our project, we will enhance and build those communities and share even wider the impacts they can have.

Main purpose of the job

The Project Manager will be responsible for the delivery of Helping Britain Blossom in Edinburgh. They will coordinate the programme throughout the region and will ensure that local partners are fully engaged and supported and that the project is being delivered on time, to budget and with consistent quality.

The role comprises project and events management, partnership working, developing and managing contracts and relationships with freelance delivery agents, some technical and practical orcharding support, community development, as well as monitoring, evaluation and administration.

The Project manager will be expected to work with existing community groups and will focus significantly more in this second phase on building and involving local and regional partners that can help increase the impacts that existing and new community orchards can have with communities and groups that can feel the impacts most.

The Project Manager will also promote volunteering opportunities to HEINEKEN UK staff who work at the Head Office in Edinburgh. They will work closely with the internal communications and CSR team to match up staff with community orchard volunteering opportunities in their local areas. Examples could be; helping a local community orchard group harvest fruit, support with clearing a site ready for restorative work or help with a community celebration event.

The Project Manager will work closely with the other Helping Britain Blossom Project Managers and other staff based in the London office to share good practice, develop peer-to-peer support and create a national picture of the orcharding movement in the UK. They

will lead on developing a long-term strategic vision for Edinburgh with support and input from the Partnerships Director, HEINEKEN UK, the Forth Environment Link and other local partners.

Person Specification ALL ESSENTIAL CRITERIA

Experience in:

- Managing projects of quality to deadline, to budget and with minimal supervision
- Experience engaging with corporate employees, building relationships with a corporate partner and engaging employees in a CSR-focused corporate project
- Organising and managing events for the local community and larger regional events
- Delivering training and workshops
- Developing and maintaining relationships with partners, community groups, local authorities and other stakeholders in the Edinburgh region.
- Monitoring, evaluation and reporting to deadlines
- Devising, initiating and implementing new activities and programmes of work
- Experience of managing and supporting; volunteers, partners, freelance practitioners
- Profile raising using social media, web, local press
- Working in the voluntary or the not-for-profit sector

Knowledge and Skills:

- Knowledge of, and a proven interest in, environmental sustainability, sustainable food systems, and/or permaculture
- Some horticultural and/or arboriculture knowledge and skills and a desire to develop these skills further
- Excellent oral, written and presentation skills
- A high level of competence in Microsoft Word, Excel and PowerPoint

Personal attributes and behaviours:

- A pro-active approach to sharing learning with other staff and partners
- An excellent advocate for the charity and the project
- Passionate about the potential to transform communities in Edinburgh and improve the lives of individuals through the project
- Preparedness to roll up your sleeves and get stuck in

Application Procedure

We are committed to creating an inclusive working environment, where diversity is valued and there is equality of opportunity. We therefore welcome applications from all sections of the community and we offer a range of benefits to encourage a work life balance.

To apply, please send your **CV and a covering letter showing evidence of how you fulfil the criteria in the Person Specification** and email to Claire Morris, Partnerships Director at The Orchard Project, at claire@theorchardproject.org.uk

The closing date for applications is **5pm Tuesday 21st February**

Interview date tbc