



## ADVERT

### Project Coordinator

Growing the Future at the National Botanic Garden of Wales

The Growing the Future (GTF) project at the National Botanic Garden of Wales will provide horticulture training and knowledge to individuals and groups from diverse audiences throughout Wales. It is a five year project funded through the Welsh Government Rural Communities-Rural Development Programme 2014-2020, which is funded by the Welsh Government and the European Union. The National Botanic Garden of Wales is an iconic and dynamic charity, dedicated to the research and conservation of biodiversity, sustainability, lifelong learning and the enjoyment of our visitors.

A wide range of horticulture courses and public engagement will be available for adults and children in the value of gardens for growing food, keeping fit and helping the environment. We will also be showcasing the diversity and quality of Welsh horticultural produce and helping save Wales' pollinators. Growing the Future will be based at the Botanic Garden and at a series of hubs throughout Wales.

#### The Role: Project Co-ordinator

We are looking for someone who is enthusiastic, energetic and inspiring to co-ordinate the Growing the Future project. This is a fantastic opportunity for an individual with proven project management experience, preferably on EU-funded projects, good technical knowledge of horticulture and expertise within the education sector. Fluency in written and spoken Welsh is highly desirable and an understanding and commitment to the mission of the National Botanic Garden of Wales is essential.

You will ensure that the objectives of the project are met, concentrating on the delivery of horticulture courses and public engagement at the National Botanic Garden of Wales and at partner hubs. You will manage project staff based at the Botanic Garden and co-ordinate trainers at locations throughout Wales. You will ensure that the project outcomes and indicators are correctly measured and reported, help to manage the project budget and submit reports and claims.

#### OUTLINE DETAILS OF APPOINTMENT

This is a full-time position starting from the soonest date which can be arranged. Hours of work are 37.5 per week in a year-round pattern, working five days out of seven. There is a requirement for travel within Wales to visit partner organisations. The salary is up to £30,000 per annum according to qualifications and experience. This is a 5-year fixed term contract.

**Informal enquiries are welcome and should be directed to the Head of Science (Dr Natasha de Vere – [natasha.devere@gardenofwales.org.uk](mailto:natasha.devere@gardenofwales.org.uk))**

**Applications, in the form of a cover letter and CV clearly showing how you meet the criteria, together with full contact details of two referees, should be emailed to [natasha.devere@gardenofwales.org.uk](mailto:natasha.devere@gardenofwales.org.uk) by 8<sup>th</sup> December 2017. Interviews are currently planned for January 2018.**

*Available in Welsh upon request*

## **Project Coordinator**

### **Growing the Future at the National Botanic Garden of Wales**

#### **BACKGROUND OUTLINE**

Growing the Future is a £2.3 million project funded by the European Union and Welsh Government. It builds on the success of the Growing the Future pilot project which ran from 2012 – 2015 and engaged with over 5000 people throughout Wales. The Growing the Future project will employ seven full-time members of staff, along with support from the Botanic Garden's Science, Horticulture, Education, Marketing and Interpretation departments. There are three main areas of activity.

##### **1. Gardens for health and wellbeing**

Growing plants for food and fun can help keep us fit and improve mental and physical wellbeing. Gardens are also important wildlife habitats and provide vital ecosystem services, such as flood protection and pollination. We will provide training and engagement for adults and children in the value of gardens for growing food, keeping fit and helping the environment.

##### **2. Celebrating Welsh horticulture**

From specialist nurseries producing unique plants and flowers to commercial growers providing the finest fruit and vegetables. We will showcase the diversity and quality of Welsh horticultural produce with exciting festivals and events.

##### **3. Horticulture for the future**

For a sustainable, future-proof sector, Welsh horticulture needs to harness the latest scientific and technological advances. We will create networks between science and horticulture and use the Botanic Garden's cutting edge research on plants for pollinators to create a new market for sustainably produced pollinator-friendly plants.

#### **The National Botanic Garden of Wales**

The first botanic garden of the new millennium, the National Botanic Garden of Wales stretches over more than 568 acres within rural Carmarthenshire. It consists of the Botanic Garden and Waun Las National Nature Reserve, which is managed as an organic farm. In just 17 years, it has become a place of international significance dedicated to conservation, horticulture, science, education, leisure and the arts.

For more information visit: <https://botanicgarden.wales/>

**NATIONAL BOTANIC GARDEN OF WALES  
GARDD FOTANEG GENEDLAETHOL CYMRU  
Job Description**

<b>Post Title</b>	Growing the Future Project Coordinator
<b>Department</b>	Growing the Future
<b>Reports to</b>	Head of Science
<b>Responsible for management of</b>	2 Horticultural trainers Marketing and events officer Finance and admin officer Volunteers Coordinating external trainers within partner hubs

**Outline purpose of role: Project Coordinator**

The project coordinator will ensure that the objectives of the GTF project are met, concentrating on the delivery of horticulture courses and public engagement at the National Botanic Garden of Wales and at partner hubs. They will manage project staff based at the Botanic Garden and coordinate trainers at locations throughout Wales. The project coordinator will work closely with other members of the National Botanic Garden of Wales team, especially within Science, Horticulture, Education, Interpretation and Marketing. They will ensure that the project outcomes and indicators are correctly measured and reported, help to manage the project budget and submit reports and claims.

**Responsibilities**

1. Responsible for coordinating the planning and implementation of the Growing the Future project in line with the project application and delivery profile and the terms and conditions of the award. Working in consultation with Botanic Garden staff, especially the Head of Science, Curator of Horticulture, Head of Education, Head of Interpretation and Head of Marketing and Communication.
2. Manage project staff, providing direction, training and support.
3. Manage, monitor and report on project progress. Ensure that the project outcomes and indicators are correctly measured and reported. Ensure record keeping meets audit and best practice project management expectations and considerations.
4. Manage the project budget, working closely with the Head of Science and Curator of Horticulture. Prepare and submit claims and reports with assistance from the GTF Finance and Admin Officer.
5. Analyse and evaluate project progress, outcomes and impact. Make recommendations for further development, ongoing work and funding applications.
6. Develop a series of partner hubs for the delivery of horticultural courses throughout Wales.
7. Working with the Horticultural Trainers help to develop horticulture courses for adults and children to be delivered at the Botanic Garden, at partner hubs and online.
8. With the Marketing and Events Officer plan and deliver GTF public engagement activities and events.
9. Working with others across and beyond the project team, ensure high standards of communication to staff and stakeholders, partner hubs and individuals.
10. Travel throughout Wales to develop and maintain partnerships with hubs and to ensure efficient delivery of project objectives.

11. Contribute, as a member of the Growing the Future team and Botanic Garden staff to any activities or duties that support and promote the National Botanic Garden of Wales and help in its smooth day to day running and overall success.
12. Such other duties as from time to time will be allocated.

## PERSON SPECIFICATION

- Specified below are the criteria considered necessary to fulfil the role.
- This information is made openly available to applicants and will form the basis for the recruitment and selection process.
- Only those applicants who meet these criteria adequately will be considered.

	<b>Essential Criteria</b>
1	Educated to degree level or above in a relevant discipline (likely to be horticulture, science, environment or education based)
2	Project management experience, ideally on EU-funded projects.
3	Proven organisational and planning ability with keen attention to detail.
4	Proven leadership skills, with demonstrated ability to manage a small team.
5	Skilled in the development of budgets and management of income / expenditure and delivery of complex programmes.
6	Excellent and well-developed personal communication skills including oral articulacy, fluent written style, presentational confidence.
7	Good numeracy, keyboard skills, and IT capability. Able to manipulate data and information, to interpret and report on trends and results.
8	Track record of working to a high level of individual responsibility and accountability with minimal supervision delivering outcomes against targets.
9	Genuine passion for the mission and purpose of the Botanic Garden and enthusiasm for contributing to its success, team spirit, reputation, and ethos.
	<b>Desirable Criteria</b>
10	Fluency in written and spoken Welsh, as well as commitment to the people, language, and culture of Wales.
11	Experience of the education sector including formal and informal education and public engagement.
12	A qualification and experience of horticulture and horticulture training.