



CENTRAL DARTMOOR LANDSCAPE RECOVERY

Central Dartmoor Landscape Recovery - Project Support Officer

Would you like to be part of an exciting Landscape Recovery Project on Dartmoor that aims to bring local farmers, landowners, conservationists, local communities, and others with an interest in and love for Dartmoor together to create a landscape that balances ecological health with the long-term goal of sustainable local farming?

We are looking for a **Project Support Officer** to assist the delivery team with project planning, delivery, administration and partner liaison.

Context

The Central Dartmoor Landscape Recovery is a farmer-led Project that brings together stakeholders with an interest and love for Dartmoor who share our vision of “making the moor better for nature and people, and more resilient to climate change, whilst still producing high quality food and a sustainable income for farmers.”

The Project has secured funding from the Government's Landscape Recovery Scheme, to undertake a 2-year Project Development phase. This will produce detailed plans of how we will deliver an ambitious, innovative and bespoke 20+ year programme of works that will deliver a wide range of public benefits.

The Project is being led by the [Central Dartmoor Farm Cluster](#), who are a group of farmers who have been collaborating for many years and have a shared goal to manage their farms better for nature and the wider environment whilst remaining financially sustainable.

Farming on Dartmoor faces many challenges, but the support for this Landscape Recovery Project, illustrates that there is a willingness on the part of farmers and other stakeholders to come together to develop a solution.

Job Description

The Project Support Officer will be responsible for providing high quality project support and coordination, working closely with the Project Manager and wider team. This is a hands-on role involving project administration and liaison and supporting outcome reporting to Natural England. The successful applicant will help to ensure the delivery of the project to cost and time. This may be through hands-on support, providing oversight reporting to flag risks and issues or required actions, or by coordinating actions and progress updates across the project team. Among other tasks, they will support the team to complete project specific documentation including a Project Management and Governance Plan, Land Management Plan, Stakeholder Engagement Plan and Site Access Plan, manage supplier contracts, take meeting minutes, and ensure procurement documents are saved correctly.

The Project Support Officer may be required to assist with other areas of work and therefore should be prepared to be flexible and adaptive to change.

This is a good opportunity for recent graduates. An excellent entry-level position for graduates passionate about the natural environment with strong admin skills. You'll gain hands-on experience developing an ambitious bespoke agri-environment scheme. Ideal for individuals eager to start a career in conservation and make a tangible impact from day one.

Required Skills and Experience

Skills:

Essential:

- Competent IT user (e.g. MS packages, Outlook, social media etc).
- Time management and an ability to prioritise and work under pressure to tight deadlines
- Have attention to detail and accuracy
- Good organisational and problem-solving skills
- Strong communication skills, both orally and in writing, to a wide range of different audiences
- Excellent networking skills, able to work independently and as part of a team
- A flexible approach to managing a changing workload with a willingness to work occasional weekends and evenings
- A positive and mature approach with integrity, tact and diplomacy
- Full driving license and access to own vehicle

Desirable (as training will be provided)

- Experience of partnership working, including liaison with a broad range of organisations
- Experience in working on grant funded projects including reporting
- Experience with GIS and mapping
- Experience with data management

Working Arrangements

Salary: £28,000 pa, based on 37hr week plus pension contribution, mileage and expenses.

Duration of contract:

The post is initially offered for the remainder of the development period of the CDLR Project, which runs until 31st May 2026. Thereafter there may be the opportunity to transition to a full-time permanent position subject to our Landscape Recovery Delivery Plan being successful.

Location:

The Project has office space at [East Shallowford Farm](#), near Widecombe in the Moor. We anticipate the postholder to work in the office at least 3 days / week, with the balance being a mix of remote / home working, site visits and meetings. It will include some evening and weekend working on a TOIL basis.

Equal opportunities:

The Central Dartmoor Farm Cluster strives to be an equal opportunities employer. We take all reasonable steps to accommodate the needs of employees and contractors.

How to apply:

If you would like to apply for this role, please submit your CV and a covering letter to claire@dartmoorfarmcluster.org by midday on 1st August. The letter should explain why you would like the job and what you will bring to the role. The interviews are planned for the 11th August, and if requested can be undertaken remotely.

If you are a potential applicant and have further questions about the role, please contact Claire Hyne, the Project Manager of the Central Dartmoor Landscape Recovery Project at claire@dartmoorfarmcluster.org