



Project Manager

January 2025



Working to secure the future of the Dartmoor Heritage Pony and to inspire and connect people with Dartmoor's wildlife, landscape and heritage



Dartmoor Pony Heritage Trust

DPHT is a dynamic and energetic charity committed to transforming the future of the Heritage Dartmoor Pony on Dartmoor - working hand in hand with pony keepers and breeders on the moor, communities, organisations and decision-makers. Today, this work has never been more important. Heritage pony herds on the moor have declined. The numbers of these beautiful animals have plummeted. We face a future where Dartmoor is bereft of its ponies, where the rare heathland habitat and wildlife that they help maintain is on the road to destruction and increasingly inaccessible for people to experience and enjoy. DPHT plans to ramp up its work in response.

The Trust's Mission

The Trust's mission is to secure the long-term future of the traditional pony native to Dartmoor, while inspiring and connecting people with Dartmoor's wildlife, landscape and heritage. This is achieved through education, as well as working closely with key partners, conservation bodies and Dartmoor farmers to secure the future of these beautiful animals and ensure their important role in Dartmoor's ecology is recognised.



Role Description

Job Title: Project Manager

Job Purpose

To manage and co-ordinate an exciting new project which aims to strengthen the Dartmoor Pony Heritage Trust, positioning it to effectively safeguard the future of traditional pony herds on the moor. This is a time of national change in land-



management which provides a critical opportunity for the charity to work with farmers and land managers to secure the future role of Heritage Dartmoor ponies on Dartmoor.

The project will increase DPHT's organisational resilience and establish new work and income streams by working with expert consultants, trustees, members and stakeholders, reporting to and supporting a Project Steering Group which is a sub-committee of the charity's Board. To be successful you will be highly organised, able to multi-task, manage and support the work of others and communicate with a wide range of stakeholders. Above all else, you will have a genuine passion, commitment and understanding of our mission and a love of the traditional Heritage pony herds on Dartmoor.

The Project Manager will have limited support from an Administrative Assistant.

The tangible outcomes the Project Manager will need to deliver by working with and supporting a team of specialist consultants are:

- Set up DPHT members focus group, including the recruitment of members and agreeing Terms of Reference.
- Deliver a workshop to develop and agree a 'message house' infogram to ensure clear and consistent messaging in all charity communications and identify key audiences.
- Develop a fundraising strategy to build income streams.
- Arrange three community engagement and consultation events within local communities to ascertain what people value about DPHT and how they would like to be involved.
- Review activities and services in the DPHT business plan to identify potential sources of income that could be achieved through the delivery of services.
- Develop campaign strategy and calls to action to secure a future of the Heritage Dartmoor Pony, building in responses to consultation events including new website page, plus other media releases.
- Develop and produce legacy promotion materials (online and print).
- Develop new online educational resources for schools, including arranging two visits to DPHT conservation site in Bellever on Dartmoor for partner schools.
- Undertake a mapping workshop to identify key stakeholders and strategic partners.
- Design and launch new DPHT website

Main Duties and Responsibilities



- Main Point of Contact for the project.
- Co-ordinating the work of contracted expert consultants in liaison with members of the Steering Group.
- Reporting to the Project Steering Group monthly on progress against the project plan, flagging up issues, proposing solutions.
- Reporting to the Project Steering Group monthly on expenditure against budget.
- Provide day to day administrative support for contracted consultants and members of the Steering Group as required, such as arranging meetings and venues.
- Liaising with DPHT staff, members and volunteers to ensure the smooth running of the project.
- Submitting a monthly report to the Board.
- Reporting to the Board of Trustees at their quarterly meetings.
- Drafting progress reports required by the Funder.

Other Tasks

This job description cannot cover every issue or task that may arise within the post at various times and the post-holder will be expected to carry out other duties from time to time which are broadly consistent with those in this document.

Person Specification

Strengths, Skills & Experience

- Experience of working on projects with varied deadlines and deliverables
- Supervisory and line management experience
- Excellent planning, time management and multi-tasking skills
- Ability to organise multi-faceted events or activities
- Experience with databases and a wide variety of software packages – computer literate
- Comfortable with ensuring delivery of a range of practical tasks, indoors and out
- Good communication skills, both written and verbal
- Clean driving licence
- Tenacious and patient
- A passion for Dartmoor and specifically the Dartmoor Heritage pony
- Familiarity with equines is desirable



Additional Information

The Dartmoor Pony Heritage Trust is committed to achieving a diverse workforce that reflects the communities we serve. We encourage applicants from all sections of the community regardless of their sex, race, disability, age, sexual orientation, or religious belief.

What we are offering

Salary: £35,000 per annum FTE (pro rata)

Contract: Two days per week (0.4 FTE) for 12 months

Location: DPHT locations on and around Dartmoor and home based (hybrid)

Holiday Entitlement: Holidays of 25 days per year (plus public holidays) pro rata

Reporting to: The Project Steering Group and DPHT Chairman

DPHT will only recruit within the stated salary band for this role.

The postholder must be willing to travel throughout the Dartmoor region and occasionally throughout Devon

Recruitment Process

Applications to be made to our recruitment partner: -

Melanie Stevens, Shine Charity Recruitment (mel@shinecharityrecruitment.co.uk)

- Closing date – 16th February 2025
- Initial interviews with Melanie – On or before 18th February 2025
- Interview with Board of Trustees – 20th February 2025

