Recruitment Pack

Project Manager – Grow, Move, Create

Supporting people and communities across South Hampshire to get outside, enabling them to access projects to support their health and wellbeing.

Location	Gosport, Fareham, Lee-on-the-Solent, Waterlooville and other project locations across the South Hampshire area.
Contract	Fixed-term contract for 1 year with the possibility of extension, subject to funding.
Hours	Remainder of 2026: 10 hours a week. Starting January 2027: 15 hours a week, with the possibility of increased hours, subject to funding.
Days	Flexible, however Tuesdays and Thursdays preferred. Flexibility required to meet the needs of the role.
Salary / Rate	£10,392-£15,588. (FTE: £36,372)
Reports to	Founding Director/Chief Executive (CX)

A practical, people-focused role coordinating community growing, movement and creative outdoor projects across the South Hampshire area.

Recruitment Pack Contents

1. About Love Outdoors CIC
2. Job Description
3. Person Specification
4. Candidate Information
5. Application Guidance

1. About Love Outdoors CIC

Love Outdoors CIC is a community-focused social enterprise working to enable more people to access the outdoors, improve their health and wellbeing, become more active and connect with their communities.

Our work brings people together through growing, movement and creativity, including community wellbeing gardens and growing projects, outdoor movement activities, volunteering, workshops and nature-based creative activities.

Our Approach: Grow • Move • Create

GROW	MOVE	CREATE
Community wellbeing gardens, allotments, growing and plant-to-plate activities.	Outdoor activity and projects helping people to move more to become more active.	Nature-based arts, crafts, workshops and creative community activity.

Our Values:

- Community-led: Shaped by local peoples experiences and needs. Every voice counts.
- Inclusive and accessible: Open to all, removing barriers to participation. Creating safe spaces.
- Nature-connected: Valuing the environment and growing connections to nature and green spaces.
- Wellbeing-focused: Providing opportunities to create a sense of purpose, fulfilment and joy.
- Creative and playful: Learning through doing, fostering a relaxed ‘have a go’ attitude.

2. Job Description

Project Manager – Grow, Move, Create

The Project Manager – Grow, Move, Create will work closely with the Founding Director/Chief Executive (CX) to manage the day-to-day coordination and delivery of Love Outdoors' community and growing-related, movement and creative projects. The role will have particular responsibility until completion for the Manor Way Allotment Project in Lee-on-the-Solent, the Waterlooville Health Centre Wellbeing Garden, as well as other additional projects as they come online.

Purpose of the Role

- Manage day-to-day coordination and delivery of allocated projects.
- Turn project plans into effective delivery, ensuring designs are drawn up, activities are organised, partners communicated with, communities engaged and outcomes achieved.
- Work across the wider Grow, Move and Create programme where required.
- Work with the Wellbeing Garden Facilitator to ensure appropriate practitioner cover and advice.
- Represent Love Outdoors at relevant strategic wellbeing and partnership meetings on behalf of the CX when appropriate.

Key Responsibilities – Project Management & Delivery

- Develop and maintain practical project plans, creation of landscape design plans, delivery schedules and action plans.
- Deliver projects in accordance with plans and timescales and within budget.
- Coordinate milestones, outputs, outcomes, resources and project records.
- Monitor progress, risks, issues and opportunities, escalating significant matters to the CX.
- Coordinate and support contractors, sessional workers, practitioners, volunteers and other resources.
- Support monitoring, evaluation, funder reporting and project learning.
- Ensure delivery follows Love Outdoors policies, safeguarding, health and safety and agreed risk controls.

Allotment Project – Lee-on-the-Solent

- Coordinate the project plan and delivery timetable.
- Liaise with relevant organisations, partners and local stakeholders including Gosport Borough Council and Gosport Allotment Association.
- Support community engagement, volunteering and participation.

- Plan, coordinate and deliver the build of the allotments, as well as growing, gardening and community activities.
- Work and coordinate with practitioners and sessional staff and volunteers to ensure appropriate support, including with the Wellbeing Gardens Coordinator.
- Monitor participation, outcomes and development opportunities.

Health Centre Wellbeing Garden- Waterlooville

- Liaise with Waterlooville Health Centre staff, NHS/health partners, Havant Borough Council, and other relevant organisations.
- Coordinate activities and growing programmes, community engagement and volunteer sessions both prior to the main building works (hard landscaping) of the garden, and afterwards (to carry out soft landscaping works).
- Liaise with the CX and Wellbeing Gardens Facilitator to assist with advice on planting and soft landscaping works.
- Support the delivery of the garden, working with the CX, partners at NHS Property Services and Havant Borough Council, and assisting as required with overseeing contractors to ensure plans are delivered.
- Support the development of the garden as a welcoming community wellbeing space, that encourages participation, ownership and community involvement throughout the build process.
- Monitor delivery, participation and outcomes and follow through agreed actions.

Community Engagement & Activity Planning

- Build positive relationships with residents, volunteers, community groups and partner organisations.
- Continually listen to and learn from community members and help translate ideas into practical activity.
- Plan gardening, growing, volunteer, movement, family, creative and seasonal activities, including completing risk assessments, booking venues and following landowner requirements.
- Support inclusive and community-led approaches and remove barriers to participation.

Partnership & Strategic Working

- Attend project and partnership meetings, prepare appropriately and follow up actions.
- Build effective relationships with NHS, Primary Care Networks, local authorities, voluntary and community organisations, funders and other partners.
- Represent Love Outdoors professionally and identify opportunities for collaboration.
- Attend strategic wellbeing meetings on behalf of the CX where agreed, contribute to discussions and feed key information back.

Wider Project Portfolio

- The role may manage or support projects across community wellbeing, physical activity, outdoor movement and creative nature and the arts.
- The portfolio will evolve as new funding, contracts and partnership opportunities come online.

Monitoring, Evaluation, Finance & Resources

- Collect participation, activity, feedback and outcome information.
- Support project reports, case studies and evaluation.
- Work with the CX to monitor project resources and expenditure against agreed budgets.
- Identify resource requirements and potential budget pressures and raise them promptly.

General Responsibilities

- Attend regular meetings with the CX, and team as required.
- Maintain effective communication with colleagues and partners.
- Contribute to organisational development, fundraising and project development where appropriate.
- Undertake other reasonable duties consistent with the role and needs of Love Outdoors CIC.
- Be willing to undertake training as required and identified by yourself or the CX.

3. Person Specification

Area	What we are looking for
Experience – Essential	Managing or coordinating community-based projects; extensive stakeholder and partnership working; community engagement activities; planning and delivery of outdoor activities/events; working with and managing volunteers, practitioners or sessional workers; able to effectively manage competing priorities; maintain project records.
Experience – Desirable	Community gardening, horticulture or growing; worked on projects with health/NHS/local authority/VCSE; worked on physical activity and/or creative/arts projects; social enterprise/ CIC/voluntary sector experience; grant funder reporting.
Knowledge – Essential	Project management; community engagement; inclusive participation; partnership working; monitoring and evaluation; safeguarding, health and safety and professional boundaries.
Knowledge – Desirable	Community growing; outdoor spaces and wellbeing; local health/community networks; social prescribing/community wellbeing; barriers to participation.
Skills & Abilities	Strong organisation and coordination; clear written/verbal communication; meeting facilitation; relationship building; practical problem solving; independent working; prioritisation; ability to manage several workstreams; work to deadlines.
Personal Qualities	Passionate about community, health, wellbeing and the outdoors; friendly and approachable; proactive; reliable; trustworthy; adaptable; collaborative; inclusive; practical; solutions-focused; comfortable working in a small and developing organisation.
Qualifications – Essential	Formal project management qualification is not essential where equivalent experience is demonstrated.
Qualifications – Desirable	Project management, urban design, horticultural/growing, community development, health/wellbeing/physical activity or related qualification; relevant safeguarding training.
Other Requirements	Willingness to travel between project locations; attendance at meetings/events on weekends and evenings; comfortable working outdoors; relevant DBS where required by project.

4. Candidate Information

The opportunity

This is an opportunity to join a growing social enterprise at a point where community, growing and wellbeing projects are both developing and being delivered. The role is suited to someone who enjoys combining good project management with genuine community engagement and practical delivery.

What you will bring

- You are organised enough to keep projects moving and flexible enough to respond when things change.
- You can build relationships with both local residents and senior partner organisations.
- You are confident coordinating people, activities, meetings and resources.
- You care about the difference outdoor spaces, growing, movement and creativity can make to people's lives.
- You are comfortable working independently while knowing when to seek support from the CX or wider team.

Why Love Outdoors?

Love Outdoors works at the point where community, outdoor space, health and wellbeing meet. You will have the opportunity to help shape projects rather than simply deliver a fixed programme, and to see the practical impact of your work in communities across the South Hampshire area, supporting a wide range of beneficiaries.

5. Application Guidance

Please submit your CV and a supporting statement (no longer than one side of A4) explaining why you are interested in the role and how your experience meets the requirements of the person specification.

Closing date	30 October 2026
Interview date	Week commencing 2 November 2026.
Location	Online via Teams
Application contact	Emma Kemp emma@loveoutdoors.org.uk

Shortlisting

Applications will be assessed against the essential criteria in the person specification. Desirable criteria will also be used to differentiate between candidates.