

# The Papillon Project



The Papillon Project is an energetic and enterprising educational charity that promotes sustainable living and environmental awareness for young people. We work in partnership with secondary schools and sixth-form colleges in Norfolk to inspire young people to grow their own food for themselves and their local community. Our charitable work is about helping young people to feel more confident about themselves.

<b>JOB TITLE</b>	Schools' Project Manager (part time)	<b>Date posted</b>	16 <sup>th</sup> June 2026
<b>Location Base</b>	Norwich	<b>Closing Date</b>	1 <sup>st</sup> July 2026
<b>Position Type</b>	Permanent 15-month contract	<b>Work Pattern/Days</b>	24 hours per week <i>One day must include Wednesday</i>
<b>Salary</b>	£18,096pa £30,160pa. FTE	<b>Training provided</b>	Yes
<b>Travel required</b>	Yes		

## How to apply:

Applications accepted by an online application (please [click here](#)). Along with an online application, CV's will need to be send to [trustees@thepapillonproject.com](mailto:trustees@thepapillonproject.com).

## JOB DESCRIPTION

### Role Overview and Responsibilities

This role comprises five key areas that support the ongoing development of The Papillon Project and ensure the consistent delivery of essential operational activities.

#### 1. Operational Management

- Oversee the day-to-day operation of the project, including the line management of two Deputy Schools Project Leads, rota planning, staff and volunteer training coordination, leading the Growing Norfolk campaign, and coordination of the annual Schools Membership Programme.

#### 2. Working in Schools

- Work directly with students, volunteers and Link Teachers across all aspects of gardening and horticulture on school allotments, including creating, developing, and maintaining these spaces. Responsibilities include plant cultivation, use of garden machinery, and construction of allotment infrastructure such as fencing, raised beds, and polytunnels.

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## 3. Safeguarding and Health and Safety

- Act as Safeguarding Lead, ensuring appropriate safeguarding procedures are always followed and promoting the welfare of children and young people.
- Ensure compliance with charity policies, health and safety requirements, and relevant legal obligations, including maintaining and contributing to the charity's Risk Register.

## 4. Communication and Collaborative Partnerships

- Communicate effectively with schools, teachers, headteachers, volunteers, suppliers, stakeholders, and Trustees, and represent the organisation by delivering talks to interested groups and partners.
- Build and develop relationships with external organisations to support future funding opportunities, partnership development, and organisational growth.
- Work closely with the Events Coordinator to plan and deliver events.
- Collaborate with the Deputy Schools' Project Lead on social media to raise awareness, communicate successes, and promote the organisation's impact.

## 5. Administration

- Manage schedules, work effectively within agreed budgets, prepare and collate monthly and annual reports, and use data to support informed decision-making. A good working knowledge of Microsoft Office applications is required, along with the ability to update website content and coordinate changes to relevant pages.

## Essential Skills and Experience

Ability to engage and inspire young people

Strong communication skills with a wide range of audiences

Experience of, or a sound understanding of, working in a outdoor allotment/garden environment

Ability to manage multiple tasks, deadlines, and team priorities efficiently

Full UK driving licence

## Desirable Skills and Experience

Experience in gardening, horticulture, or vegetable growing

Knowledge of, or experience in, safeguarding practice

Confidence in using a range of tools and machinery

*An offer of employment is subject to a satisfactory DBS check, undertaking Safeguarding training which is mandatory. Child Protection and Health and Safety Policies must be understood and adhered to*