



## Projects and Delivery Co-Ordinator – NEW ROLE

**Location:** Hybrid (Flexible working with regular presence at LEAF's HQ in Warwickshire)  
**Contract:** Full-time, permanent – 35 hours per week, 5 days per week  
**Reporting to:** Head of Sustainable Farming

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### About the Role:

We are excited to be recruiting this **newly created Projects and Delivery Coordinator** role, working as an integral part of LEAF's **Technical Innovation and Knowledge Exchange Team**. This position offers the opportunity to be at the heart of LEAF's mission to deliver more climate-positive, nature-based farming through innovation and knowledge exchange.

As Projects and Delivery Coordinator, you will work closely with our Head of Sustainable Farming and wider Technical Team to plan, deliver, and monitor a wide range of projects and programmes. You will play a key role in monitoring project milestones, managing timelines and budgets, and supporting events and knowledge exchange initiatives that promote Integrated Farm Management (IFM) across the sector.

Some travel to farms and other remote sites across the UK may be required. A full UK driving licence is therefore essential.

### Key Responsibilities:

- Coordinate and support the successful delivery of sustainability-focused projects, from planning through to execution and reporting.
- Monitor project budgets, deliverables and resources, flagging any risks or variances.
- Communicate timelines and deliverables clearly to internal and external stakeholders.
- Support the development of technical resources and delivery of virtual or in-person knowledge exchange events.
- Collect and analyse data to measure project impact and contribute to case studies and reporting.
- Build and maintain strong relationships with stakeholders, partners, and supporters.
- Support the preparation of project proposals and funding reports.

### What We're Looking For:

- A degree or equivalent experience in a relevant discipline (e.g. agriculture, sustainability, environmental science, business, project management).
- Strong organisational and time management skills, with the ability to manage multiple priorities.

- Familiarity with project management practices and software (e.g., Trello, MS Project, Asana, Instagantt).
- Excellent communication and interpersonal skills.
- Financial acumen with experience tracking budgets and reporting.
- Confident using Microsoft Office tools – particularly Excel (Power BI is a plus).
- Some travel to farms and other remote sites across the UK may be required. A full UK driving licence is therefore essential.
- A self-starter with a keen interest in sustainable agriculture and a collaborative, solutions-focused mindset.
- Interest in gaining a formal qualification in project management (potential for LEAF to sponsor Level 4 Apprenticeship).

#### **What We Offer:**

- A chance to be part of a mission-driven organisation at the forefront of sustainable agriculture.
- Opportunities to contribute to high-impact projects and initiatives.
- A collaborative and supportive team environment.
- Ongoing professional development and the chance to grow within a dynamic and evolving sector.

#### **How to Apply:**

To apply, please send your CV and a short covering letter explaining your interest in the role and your suitability to [jobs@leaf.eco](mailto:jobs@leaf.eco) by **22 August 2025**

For more information about LEAF and our work, visit [The LEAF Website](#)