



Memorandum of Understanding and outline job description  
Assistant Meadows Adviser / Facilitator / Training and Comms Support  
December 2020

## Background

Herefordshire Meadows is looking for an Assistant Meadows Adviser and other support for the Herefordshire Meadows Facilitator who co-ordinates a range of services to Herefordshire Meadows members and other grassland owners across Herefordshire.

Herefordshire Meadows has been supporting an informal network of grassland managers for 5 years. Currently we are funded through NE Countryside Stewardship Facilitation Funding to support 63 core members to network and collaborate with each other and engage in peer-to-peer knowledge exchange. This aims to increase the area of flower rich grassland in Herefordshire for multiple environmental, business and landscape benefits.

Additional funding in 2019 and 2020 from The Prince of Wales's Charitable Foundation has enabled meadow restoration projects to happen boosting the 63 core members and more than 400 other landowners to manage, restore and create diverse swards of all kinds at field and landscape scale.

New projects starting in 2021 will expand our work with local and national farming and conservation partners. Herefordshire Meadows is involved in projects that focus on pollinators, natural flood management, soil health and carbon sequestration for example.

Herefordshire Meadows is in the process of setting up as an "entity" to continue our core collaborative work when the Facilitation Fund finishes in 2021. The aim is to build a team of farm advisors, contractors, ecologists, trainers and others to support Herefordshire Meadows activities and its primary aim for diverse swards and sustainable livestock farming to be part of increasing the natural capital of every farm and to contribute to reaching "net zero".

The responsibilities of new team members will include all or some of the following :-

- Supporting and advising members and other farmers and smallholders who are managing, restoring and creating flower rich grassland
- Supporting the facilitator to devise and deliver a regular knowledge-exchange based meeting schedule of farm walks, training days, skill share, discussions groups and webinars for members and interested landowners
- Raise awareness of the multiple benefits of diverse swards and flower rich meadows in the agricultural, horticultural and wider community of Herefordshire
- Support partnership links with a broad range of farming and conservation organisations to build future funding opportunities for Herefordshire Meadows
- maintain and expand the profile of Herefordshire Meadows through the website [www.herefordshiremeadows.org.uk](http://www.herefordshiremeadows.org.uk) and other media.

The Herefordshire Meadows team members are all self-employed, making their own home working arrangements; although there is an offer of office space from a partner and a team member as and when necessary. There is a requirement to communicate effectively to ensure everyone is working together to the same aims. Team communications are currently

held through Zoom and other media including quarterly meetings with Herefordshire Meadows Steering Group.

It is anticipated that the role will require between 3.5 and 4.5 days per week at agreed hourly / daily rates and that the adviser will be self-employed. As new projects start there is scope to increase funding and working hours on an ad hoc basis.

We feel that this job might suit someone from the farming and conservation world who is looking for an additional role to add to their existing work. This could be anyone who is immersed in grassland, soil and livestock matters or someone from the wider farming and environment network who is keen to support farmers to restore and create diverse swards.

We are not specifying a particular skill set as we have flexibility within the existing team for someone with the right mindset to develop within the team.

Desirable skills and experience:

- A passion for grassland management, flower rich and diverse swards and wider agroecological farming practices
- Some prior experience working within farming, conservation and environment sector
- Ability to communication with landowners and partner organisations

Team members will report to:-

Caroline Hanks, Herefordshire Meadows Facilitator [caroline.hanks@farming4wildlife.co.uk](mailto:caroline.hanks@farming4wildlife.co.uk)  
James Hawkins, Herefordshire Meadows Chair [jtofff@talktalkbusiness.net](mailto:jtofff@talktalkbusiness.net)

It is not expected that this role will be publicly advertised and it is anticipated that someone will come forward from the local farming and conservation network in Herefordshire. There will be an interview process early in 2021.

If you're interested and feel you can fulfil some or all of the responsibilities above please get in touch with Caroline Hanks 07779 080940 / 01981 251016 or [caroline.hanks@farming4wildlife.co.uk](mailto:caroline.hanks@farming4wildlife.co.uk)