



## **Role Description – FiPL and RCF Project Officer**

Pasture for Life (PfL) is a nationwide community of approximately 1,000, mainly farmers (c.85%) but also butchers, vets, conservationists, academics, chefs and others, that works to support farmers and landowners in developing resilient farming businesses and transition towards nature-friendly farming practices as they relate to livestock. The organisation and its members have 100% pasture-fed practices as their north star - for the environmental, animal welfare and human health benefits this brings - with a proportion (15%) of the farming membership certified 'Pasture for Life' or 100% pasture-fed, and the remainder 'on the journey' and supported by the community.

### **Description of the Role**

Based on a pilot project - "Pasture and Profit in Protected Landscapes" - operating across the High Weald, Kent Downs and Surrey Hills AONBs, PfL is now starting a similar project in the Cotswolds, Chilterns, and North Wessex Downs Areas of Outstanding Natural Beauty (AONB) also with funding from DEFRA's Farming in Protected Landscapes (FiPL) programme. The aim is to deliver educational services to a wide range of farmers in the area through an events programme, wider resources and mentoring for a smaller selected group. PfL has also secured funding from the Royal Countryside Fund (RCF) to deliver "Farm for the Future" which will provide business support to help manage the upcoming BPS changes and discover opportunities with the ELM schemes in Wiltshire, Berkshire, Oxfordshire, and Gloucestershire.

We are seeking a Project Officer, who will have responsibility for such areas of the project including programme delivery and KPI and budget management. The Project Officer will work predominantly on managing the administrative functions of the project.

The key deliverables are:

- Financial tasks such as budget tracking, logging, and processing invoices, and preparing financial reports.
- Source and book venues, and catering and organise wide event activities.
- Keep the project calendar up to date.
- Update membership, tracking and working project documents.
- Monitoring progress and KPIs over the course of the project
- Developing the PfL community in both areas covered by the FiPL and RCF projects.
- Other activities as required and directed by the project manager.

Required skills and experience:

- Experience of working within projects with multiple stakeholders and reporting.
- A good understanding of agroecological/regenerative farming and its principles
- Programming and events management, including presenting.
- Experience in managing budgets.
- Confident in working remotely, but also as part of a wider team.
- Administration skills, especially in setting up and using spreadsheets and Google tools (such as Gmail, Sheets and Docs), and Eventbrite

Preferred skills and experience (not essential):

- On-farm experience in some form
- Prior experience in the field of education and mentorship

- Experience of working with farmers in FiPL and RCF project areas
- Knowledge of the farming system in the region, including relevant governmental policies, local initiatives and other issues affecting farmers

### **Specifics of the roles**

We are looking for a two–three days a week freelance person to start immediately.

We will be paying £192 per day.

Pasture for Life is a nationwide organisation, and its active Directors, volunteers, and current staff members work from home so these roles will be expected to make their own working arrangements. A computer will be provided if needed. Team communications are currently held through Google and other media, with occasional face-to-face meetings. The successful applicant may need to travel for which expenses may be claimed. They will need to be able to work on their own, but also to communicate effectively with the wider Pfl team, ensuring everyone is pulling together in the same direction.

You may need to travel in and around the project area for events and meetings, but it will not be critical.

Anyone interested in these roles can write to [rachael@pastureforlife.org](mailto:rachael@pastureforlife.org) with their CV and a cover letter stating their interest and explaining why they would be the best person for the job.

The application and interview process are rolling and will close when the right person is found. We are looking to have the candidates in the post as soon as possible and at the latest from the beginning of October 2023.