Job Description and Particulars of Appointment

- Job Title: Landscape Connections Farming & Nature Hub Coordinator
- Post Number: P28136
- Grade and SCP: Grade 10 (SCP 26-28): £37,280 – £39,152 per annum
- Directorate: Shropshire Hills National Landscape Team, Infrastructure
- Temporary post to end August 2028

Where your role fits at Shropshire Council

At Shropshire our priority is to be a 'best value' authority that delivers, enables, and influences for Shropshire and its residents by:

- Being financially stable and sustainable
- Having clear priorities and purpose
- Supporting and enabling our workforce to excel

Recognising the challenge across local government today. This starts with our Improvement Plan to address immediate challenges, while ensuring a focus on the future and how the Council will need to look, feel, and operate to best serve the needs of the county and its residents, and being aware of changes in national policy.

Our Shropshire values: PROUD

- Partnerships
- Respect
- Opportunities
- Understanding
- can Do

Aim to unify the workforce, support transformation, improve trust, and build a modern, sustainable Council.

As a member of the ***Shropshire Hills National Landscape team*** within ***Infrastructure***, you will support the achievement of these key priorities, making a real difference to the lives of people in Shropshire.

The Landscape Connections programme funded by the National Lottery Heritage Fund is aimed specifically at protected landscapes, and so this project focuses on the

Shropshire Hills National Landscape. The Shropshire Hills were designated in 1958 as an Area of Outstanding Natural Beauty covering a quarter of Shropshire, and their special qualities include the diversity and contrast across its hills, farmed countryside, woodlands, rivers and river valleys. Also found across the whole area are important geology, wildlife, heritage, environmental and scenic quality, tranquillity, culture and opportunities for enjoyment. The Shropshire Hills Landscape Connections project is a partnership principally between the Shropshire Hills National Landscape Team, National Trust, Shropshire Wildlife Trust and Severn Rivers Trust. In this development phase each of these organisations will employ some project staff. The National Trust is the overall lead partner for the project.

Shropshire Council host the **Shropshire Hills National Landscape Team** of 12 people. Supported by an Advisory Committee, Key Partner Group, Forum and a linked charitable Trust, the team brings together organisations, landowners, and the local community to work together to protect and regenerate the Shropshire Hills for everyone to enjoy. Activity is guided by a statutory Management Plan for the National Landscape which sets out a shared vision for the future for the Shropshire Hills, that

- Nature is restored and natural processes regenerated
- Climate is stabilised through decarbonising, and we are resilient to change
- Land is nurtured so it can sustain us
- Water is clean, and its flows and cycles support our lives, and all life
- People are healthy and connected to nature – in vibrant communities and as welcome visitors
- The Shropshire Hills are valued and cared for as a special Place

www.shropshirehills-nl.org.uk

Overview of your role

This role will be a key part of the development stage of a significant National Lottery Heritage Fund **Landscape Connections** project for the Shropshire Hills. The development stage will be for an initial 18 months and if successful, will lead to a further 8-year delivery phase running from 2029. Working alongside colleagues and partners, you will lead the development and piloting of a Farming and Nature Hub for the Shropshire Hills National Landscape. The aim of the Farming & Nature Hub is to facilitate landscape-scale transformational change by supporting farmers through knowledge sharing, practical support, and access to resources including funding. This role combines strategic coordination, relationship-building, and operational delivery, helping build a hub which will enhance regenerative agricultural practices and nature recovery efforts across the National Landscape.

Landscape Connections will be a new project which delivers transformative change across the Shropshire Hills by empowering farmers, land managers, volunteers, young people and community groups to come together to address the pressing issues of climate change, nature recovery, economic instability, social isolation, and unequal access to nature.

Or, to put it another way, it's about building resilience – in the landscape, in the communities who live, work and play here, and in the organisations who are active here. Resilience to the impacts of climate change and nature loss, to mental and physical health challenges, and to economic uncertainty.

Who will your manager be and what will you be responsible for?

As part of a partnership project, your role will be hosted and line managed within the Shropshire Hills National Landscape team but you will sit within a wider project governance structure with matrix management provided by the National Trust which is the lead organisation for the Landscape Connections Project. You will be:

- Reporting directly to the National Landscape Team's Funding & Programmes Officer who is in turn responsible for your health and safety, training and development.
- Working within a Landscape Connections project governance structure managed by the National Trust, including reporting to a Landscape Connections Project Manager and Landscape Connections Senior Project Coordinator based at Carding Mill Valley, Church Stretton. The project structure will also connect to the National Landscape Team's own reporting and governance arrangements.
- Working closely with project colleagues within the National Landscape Team as well as those hosted within other partner organisations including Severn Rivers Trust and Shropshire Wildlife Trust, to ensure effective development of the project. You will also take advantage of connections and synergies with other members of the National Landscape Team, colleagues in Shropshire Council and other National Landscape partners, both to benefit the project and ensure its alignment and co-ordination with other activity.
- You will also be operating approved procedures for the project and may have a delegated budget to manage but will not be a budget holder who can authorise expenditure.
- Responsible for preparing responses in line with Shropshire Council's corporate processes and national/regulatory/statutory processes (e.g. complaints, MP enquiries, Information Governance requests, customer enquiries, media enquiries, HR staff investigations etc..). These responses should be in line with the quality and timescale expectations set out within Shropshire Council's published procedures and/or case allocation emails and discussions.
- Responsible for completing within expected timescales all mandatory corporate and role specific training. Training requirements will be detailed in your corporate induction and Performance Development Review (PDR). Courses are accessed via the council Learning Management System via the Intranet.
- Expected to lead and/or contribute to a range of work and build relations with both internal and external partners in order achieve specified outcomes but will not have direct authority over those involved.

What will you be doing?

Key Responsibilities will include:

Farmer Engagement & Support

- Working with colleagues, design, organise and deliver a pilot programme of Farming & Nature Hub activities and pop-up drop-in sessions, including logistics (venue, catering, publicity).
- Work closely with farm advisers and services of farm support operating within the Shropshire Hills, including the National Landscape Farming in Protected Landscapes Programme, to coordinate an effective joint offer and to avoid duplication.
- Build relationships with farmers and undertake ongoing consultation with them to understand their needs and ensure the Farming & Nature Hub is developed to deliver the tailored support they require.
- Signpost farmers to relevant grants, schemes, and advisory services where appropriate.
- Advise and assist farmers with grant applications and funding opportunities.

Knowledge Sharing & Events

- Identify and develop a suite of case study/demo sites.
- Coordinate a pilot programme of talks, workshops, and events.
- Consult farmers on their need for a digital platform.
- Develop the pilot Farming & Nature Hub website and/or other digital platforms with relevant content and resources.
- Manage communications and publicity for Farming & Nature Hub activities including giving talks, stands and networking at farmer groups/events.

Partnerships & Collaboration

- Develop and maintain a strong local network with statutory bodies, NGOs, and other advisory sources.
- Collaborate with external specialists and speakers to develop and enhance the Farming & Nature Hub offer.

Operational & Financial Management

- Manage a delegated Farming & Nature Hub project budget and allocate resources effectively.
- Procure specialist advice and services as needed.
- Monitor progress and report on key deliverables.
- Evaluate pilot hub activities such as drop-ins, visits and case studies/demo and use feedback to inform plans for the delivery stage.
- Contribute to preparation of Stage 2 Project application and supporting documents.

The above duties are an illustrative outline and are not an exhaustive list. You will be expected to become involved in a range of work to enable the service to respond effectively to the changing requirements of the Council and changes affecting the workforce.

What we expect of you

You will:

- adopt a customer focused approach when delivering your service, ensuring engagement with service users and maintenance of an appropriate personal profile,
- act as an advocate for your service and work collaboratively with colleagues across the whole Council to meet the needs of the people of Shropshire,
- meet individual, service and personal development targets agreed through the Performance Development Review Process, learn from experience and are committed to continuous improvement individually and as an employee of the Council,
- work with colleagues to meet your team's key performance indicators, support a culture of team working and ensure the team functions successfully in support of the Council's corporate and service objectives.
- meet the behaviours and competencies adopted by the Council in the way in which they achieve their objectives and carry out their work.
- A priority for the Council is the protection of vulnerable people, ensuring they are able to live as independently as possible. The post-holder will promote and engage with Council's responsibility to safeguard the welfare of children, young people and adults, and protect their right to be safe from harm.

What are your conditions of Service

The conditions of service are those laid down by Shropshire Council, which have been adopted and amended as necessary from those laid down by the National Joint Council for Local Government Services.

This is a hybrid role. Your primary work base will be at the Shropshire Hills National Landscape Team's Office at **Drovers House, Craven Arms,** with the option to work regularly from home.

The postholder will be required to work flexibly across Council locations within the County, services or work settings where reasonably required to meet organisational needs. This may include temporary cover to provide service continuity arising from absence, vacancies, service pressures, a pandemic, epidemic, major incident and/or emergency (not an exhaustive list). Any alternative duties will be appropriate to the employee's skills, competencies and experience.

Your post is subject to the following:

- The post is ***Temporary (fixed term to the end of August 2028 with possible extension)***, for ***37*** hours per week,

- Normal office hours are 9am-5pm Monday - Friday with a minimum lunch break of 30 minutes. Occasional evening/weekend work may be required,
- The post is subject to the Council's annualised hours scheme as implemented within the specific work area.

Annual leave entitlement is a pro rata flat rate scheme of 207 hours (28 days) annual leave plus bank holidays, with five days extra awarded to those staff with five years local government service giving an entitlement of 244 hours (33 days). Two days of an employee's allowance (pro rota for part time staff) must be taken at Christmas for any potential Christmas closures. Employees who work in a building/service which is required to open over the Christmas period, the two days leave (pro rota) can be carried over into your next leave year but must be used by the end of March.

The appointment is subject to one months' notice in writing on either side.

The appointment is subject to six months' satisfactory probationary service during which time the notice period will be one week on either side.

Smoking is not allowed in Council buildings, in Council vehicles or in any Council place of work.

It is a condition of your appointment that you provide a suitable vehicle for the performance of your duties and that this is readily available for use during normal working hours. You are entitled to claim for reimbursement of the costs of travel on council business at the rate of 55 pence per mile.

What pre-employment checks will we undertake?

The appointment is subject to receipt of the following pre-employment checks;

1. Satisfactory employment references,
2. Medical report,
3. Evidence of the qualifications required for the post/listed on your application form,