

Job Description

Land & Farm Advice Assistant

Hours of work: 37.5 hours per week (flexible in how worked)

Type of contract: Permanent

Based at: Littlemore, Oxford with travel across the three counties as required. Hybrid working is available.

Rank: 7

Job Purpose

The purpose of the Assistant Farm & Land Advisor role is to develop a workforce with combined expertise in conservation and farming, to promote nature-friendly and regenerative practices among farmers, expand our reach to new audiences, and advance BBOWT's mission of 'more nature everywhere.'

Reporting Line

The post holder reports to the Senior Land & Farm Advisor

Line Management

None

Key Responsibilities:

- Assist in the development and delivery of farm plans and natural asset reviews tailored to clients' needs and objectives
- Support in conducting ecological baseline assessments to evaluate biodiversity and ecological health on clients' land
- Assist with marketing efforts and events to promote our services and engage with the farming community effectively
- Help to develop and facilitate new farmer cluster groups, fostering networks and collaboration among farmers to promote sustainable agricultural practices and conservation efforts
- Assist with GIS mapping tasks to support land and farm advisory services
- Collaborate with the team to develop and implement strategies for enhancing the integration of conservation and farming practices
- Provide personalised support and guidance to clients, establishing a reputation for excellence in client management and service delivery
- Support in maintaining accurate records and documentation related to advisory services provided
- Any other duties as delegated by the Chief Executive

Person Specification

- Background in farming and/or basic understanding of conservation and farming principles
- Interest in environmental conservation and sustainable agriculture practices
- Strong communication skills, both verbal and written

- Proactive and adaptable attitude with a willingness to learn
- Ability to work effectively in a team as well as independently
- Basic knowledge of GIS mapping software (training provided if necessary)
- Competency in Microsoft Office applications
- Valid UK driving licence

Measurements Of Success

- Timely completion of assigned tasks and projects
- Positive feedback from clients regarding support provided
- Successful contribution to the delivery of farm plans, natural asset reviews, and ELM applications
- Active participation in organising and executing successful events
- Accurate records and databases maintained
- Completion of BASIS Sustainable Land Management training
- Adherence to BBOWT behaviours and values in all aspects of work, fostering a positive and collaborative work culture.