

**CPRE Hampshire**

**Job Pack:**

**Assistant Hedgerow Project Officer**

**Hampshire Hedge Project**

Thank you for your interest in working at CPRE Hampshire. This job pack should give you everything you need to know to apply for this role and what it means to work at CPRE Hampshire.

In this pack you’ll find:

* 3 things you should know about us
* Overview of CPRE Hampshire and CPRE National
* The role profile
* If you wish to apply for this role please send your CV and a covering letter outlining your experience to [Ellie.Banks@cprehampshire.org.uk](mailto:Ellie.Banks@cprehampshire.org.uk) .

|  |
| --- |
| **Want to chat about this role?**  If you want to chat about the role further, you can contact Ellie Banks by emailing Ellie.Banks@cprehampshire.org.uk |

|  |  |  |
| --- | --- | --- |
| |  |  | | --- | --- | |  | **3 things you should know about us** |   **1. We’re local and we’re national**. We have national office and over 50 County branches, one of the largest being Hampshire.  **2. We’re passionate about the Hampshire Countryside.** Our charity works to stand up for the Countryside in all aspects of the work we do.    **3. We make a difference.** We plant hedges, count stars, successfully challenge planning applications that have an adverse effect of the Countryside. We campaign and celebrate our unsung countryside heroes. |

**How CPRE Hampshire works**

We are an independent charity with an office base at Sparsholt College near Winchester. We rely on funding from our membership and have a small team of staff to deliver projects to enhance and protect the Hampshire Countryside.

Our Student Placement will be a key member of our tight knit team and at the heart of what we do. The role will be overseen by one of our Hedgerows Manager who oversees the Hampshire Hedge Project on a day-to-day basis.

We’re looking for someone who can use their skills to work successfully with partners to deliver projects that enhance the Hampshire Countryside. With the projects you deliver, you will raise awareness of what we do to ensure everyone who cares about the Hampshire Countryside knows about our work. You’ll also support our CPRE Hampshire team to raise funds for our vital work.

This is an exciting time to join us as we are growing the team and working on lots of exciting projects.

If you choose to begin a career with our organisation, you are guaranteed:

* + Being part of a team who really care about what they do.
  + Real opportunities to develop in your profession.
  + A company that is committed to its employees, valuing their knowledge, creativity and flexibility.
  + The chance to work with amazing people and a national charity

**The Role**

To plan and deliver elements of the Hampshire Hedge project, as well as to work with other projects of CPRE Hampshire such as our Countryside Awards scheme and rooftop renewable project. To plan and organise project elements by communicating with members of the public, partners, landowners.

**Main duties and responsibilities of the role:**

To work alongside the Hedgerow Project Officer on project elements such as:

* Organise and run hedge planting volunteer days and hedge laying training days
* Liaising with landowners and with key stakeholders
* Recruit and manage volunteers e.g. attend volunteer fairs
* Process applications for community grants (Community Hedge Fund)
* Organise events
* Reach out to schools, organise visits
* Teach classes at schools, scouts about hedgerows
* Run hedge planting sessions with primary and secondary schools
* Organise, host and give talks (online and in person)
* Social media, article writing, updating website
* Design leaflets/interpretation boards

The key project the student placement will be working on is our Hampshire Hedge project

[The Hampshire Hedge - CPRE Hampshire](https://www.cprehampshire.org.uk/what-we-care-about/hedgerows/the-hampshire-hedge/)

They will also be involved in the Hampshire Countryside Awards

<https://www.cprehampshire.org.uk/get-involved/countryside-awards/>

**Duration: From** 1/10/2025 **To** 31/03/2026

**Days / Hours of work / attendance pattern**:

Mon – Friday / 37.5 hours / week / 9am – 5pm. There will be some flexibility around hours with a mixture of home working, in office days (usually Tuesday ) and on site work. Some weekend work will also be required.

The candidate should be able to travel independently to our office base at Sparsholt College, just outside Winchester and across project area (Copythorne, Romsey, Hursley, Ampfield, Shawford and Compton), therefore access to a car and ability to drive is essential.

**The renumeration for this post will be £25,594 (pro rata), 37.5 hour week for a fixed 6 month period which is equivalent to £12,792 for the 6 months or £13.12/hr. Project related expenses will also be paid.**