



The countryside charity
Hertfordshire

Hedgerow Heroes Project Officer - fixed term contract, 9 months

Application closing date: 9am, Monday 3rd August 2026

Interviews: Thursday 6th August

Start date: ASAP

Hours: 4 days per week

Salary: £15,000 plus contributory pension for a 4-day week based upon a 9-month FTE of £18,750

Location: You will be based part-time at our office at 31a Church Street in Welwyn village, with one day per week remotely. You will be required to travel around Hertfordshire so you will need to own your own car. Some weekend work will be required.

About the role

This is an exciting time to join CPRE Hertfordshire as we look to extend our work protecting and restoring the county's hedgerows into its second year. You will be the lead in our ambition to plant and restore over 4 km of hedgerows in Hertfordshire.

It is a big project funded by a CPRE corporate sponsor, and the Hedgerow Heroes Project Officer (HHPO) will have excellent allies and advice every step of the way.

Knowledge and experience in conservation would be an advantage, but the main attributes which this person will bring to the role will be top quality organisation and communication skills.

CPRE Hertfordshire will be working alongside another environmental group who will offer guidance and support on choosing hedgerow plants for planting. This role requires working with volunteers to support with hedgerow planting.

The person in this role will need to work across networks and stakeholders in order to achieve the projects aims.

Good communication will be key at every stage - with the partners, the participants, the landowners and the funder. Early plans and discussions need to be pulled together into realistic project delivery through to completion and evaluation.

Similarly, this project will need wide media coverage including social posts to recruit participants and celebrate the work. It will be the job of the HHPO to supply that content to the communications lead at CPRE Hertfordshire.

The tasks involved

Communications and Project Management

- Develop a database of volunteers, partnerships and stakeholders to recruit for the planting of 4 km of hedgerows.
- Develop criteria for planting locations for the hedgerows and engage landowners in identifying / agreeing sections of hedgerow for planting.
- Use these criteria to develop a best practice guide for hedge planting and after-care, to support landowners, community groups and others in maintaining their newly planted hedgerows.
- Communicate with wider supporters/stakeholders such as schools, colleges, parish councils and community groups with an invitation to plant hedgerows.
- Contribute to the production of a detailed publicity programme aimed at publicising the Hedgerow Heroes project, recruiting support, securing additional plants, and acknowledging partners and the funder.
- Provide a monthly report for partners, the funder, trustees and colleagues.

Planning and Delivery

- Timetable and map the days where hedgerows will be planted and/or restored.
- Keep to the project budget and record expenditure.
- Secure the equipment from the project budget.
- Ensure plants, equipment and materials (i.e. stakes and binders) and risk assessments are all in place for each day.
- Liaise directly with the various parties involved in this project, including professional hedgerow planting trainers instructing courses, volunteers, landowners, community groups and other relevant organisations.
- Oversee and attend each planting day.

Person Specification

Candidates should share our mission to promote, enhance and protect the Hertfordshire countryside, and have an interest in hedgerows. In addition, candidates should meet the following criteria.

Essential

- Project Management experience (at least 2-3 years).
- Excellent organisation and communication skills.
- Strong IT skills (using Microsoft Office suite).
- Budgeting skills with experience of managing a budget.
- Strong reporting skills both verbally and in written form.

Desirable

- Experience working within the conservation / environmental sector would be an advantage either in a paid or unpaid role.
- Understanding of hedgerow planting.
- Marketing and Communications experience in particular writing digital content.
- Experience either working or volunteering for a charity as this role will require some volunteer management.

To apply candidates should read the job and person specification then email your CV and a cover letter explaining how your skills and experience match this role to david@cpreherts.org.uk by the closing date.