



# Saving Minsterley Meadows

## Project Coordinator Project Brief

**100 days over 3 years at £350 per day inclusive**

**March 2025 until January 2028**

**Fee:** £350 per day inclusive.

Post-holder will work from home and at Minsterley.

**Reporting:** The post-holder is responsible and reports to the Saving Minsterley Meadows Project Management Group.

### **What is Saving Minsterley Meadows about**

It is an exciting opportunity to support the recent purchase of two flower-rich meadows on the outskirts of Minsterley, Shropshire and to safeguard them for future generations. Amongst many other species, the meadows support the largest colony of green-winged orchids in Shropshire. This has led to their designation as a Site of Special Scientific Interest (SSSI) by the government's nature conservation body, Natural England. The meadows adjoin Callow Lane and are well used by local people for dog-walking, or as a pleasant walking route towards Callow Hill. They also adjoin the children's play area, enhancing their experience of being outdoors in nature. The meadows are owned by the Middle Marches Community Land Trust who have the legal responsibility for management of the meadows.

## **Who are Middle Marches Community Land Trust (MMCLT) and Marches Meadow Group (MMG)?**

The partners are Middle Marches Community Land Trust and the Marches Meadows Group. The Middle Marches Community Land Trust is owned and managed by local people to protect, conserve, restore and enhance our environment through the stewardship of land.

They are a community-led Trust based in the Middle Marches committed to the promotion and development of sustainable and environmentally responsible agriculture that supports a thriving natural world. Their Vision is to help create an ecologically healthy and sustainable countryside in the hills of the Middle Marches to inspire both residents and visitors.

MMCLT have a website - <https://middlemarchescommunitylandtrust.org.uk>. MMCLT have 143 shareholders and 580 people on their mailing list, they have run a series of well attended conferences over the past few years and now own four sites across Shropshire for nature recovery work, including Minsterley Meadows.

The Marches Meadow Group is a growing group of meadow enthusiasts from the Welsh Marches in Shropshire and Powys. They are interested in the management and conservation of wildflower rich hay meadows of all sizes from patches of lawn upwards. The group was established in 2015 to promote the conservation, protection and enhancement of species-rich hay meadows, grasslands and unimproved pastures. They have over 190 members, some of whom own meadows ranging from small lawns to large fields. Thirty-two new meadows have been created in recent years.

### **Main Purpose of the post**

The post is funded by a grant of £224,000 from the National Lottery Heritage fund. In addition, £158,000 has been raised by public donations following a 12-month campaign by MMCLT and MMG.

Firstly, the purpose of the post is to work with the local community to increase awareness of the significance of the meadows, encourage the community to enjoy them sustainably, and using the focus from this to increase nature in the Minsterley area. This will be achieved by establishing a local group of stakeholders and collaborating with residents, schools, ecologists and local councils.

Secondly, the post is to support the work of the Project Management Group in delivering the Project and reporting to the NLHF.

### **Principal responsibilities and tasks**

#### *Working with the Community*

- The Project Management Group will support this work with local knowledge and ecological expertise.
- Plan and deliver a programme of publicity and promotion across a range of media to encourage involvement with the project and to galvanise people to action to support nature recovery in their homes and gardens and community spaces as appropriate.
- There is a significant budget to organise contractors to deliver art, biodiversity events, practical skills training and interpretation. The project coordinator will manage contractors, organise events and activities, and deliver the activity plan.
- Draw up a programme of activities with particular focus on the months of April, May and June when the meadows are at their best. These activities are outlined in the application to the National Lottery Heritage Fund.

- Seek contractors to deliver school sessions, conservation skills training, programme of walks and talks relating to the meadows and associated wildlife and land use.
- Working with the kids' club contractor, assist them to recruit children and young people to join a Wildlife club and run regular activities, liaising with existing local clubs such as the scouting groups.
- Working with the school's contractor assist them to organise school visits and classroom sessions.
- Work with a community artist to identify a site, plan and deliver a meadow mural in Minsterley.
- Seek contractors and work with them to produce on and off-site interpretation, including an on-site information board and a downloadable leaflet.
- Support development of a management plan for Minsterley Meadows to be prepared by MMG and MMCLT, which will assist in planning the sustainable use of the meadows.
- Establish and help formalise a Friends of Minsterley Meadows Group to include existing supporters, current Project Management Group, and key stakeholders e.g. Parish Council, Middle Marches Community Land Trust and Marches Meadows Group. The long-term sustainability of this group is key to the long-term care of the meadows. The group will become self-sufficient within the lifetime of the current project.
- Consult with existing community groups and key stakeholders in Minsterley and surrounding parishes and seek ways to engage with them. Attend selected community events in the area to promote the project and to recruit new volunteers. Promote the project within Shropshire, Telford & Wrekin as opportunity arises.
- Develop informal links with other groups and organisations engaged in nature conservation and in increasing public wellness. These will include Restoring Shropshire's Verges Project, Stepping Stones, Rea Valley Community Wildlife group, Social Prescribing, Go Wild in Bishops Castle, and Caring for God's Acre.
- Recruit local people to become a volunteer ranger group and support them in simple management tasks eg litter collection, practical conservation tasks.
- Ensure volunteers and learners receive valuable experience and training plus enjoyment and a sense of achievement.
- Ensure that all practical work is carried out adhering to Health & Safety procedures.

#### *Supporting the Project Management Group*

- Working with the Project Management Group, keep a record of the budget, cashflow and spend and prepare financial information in the form requested by the funders.
- Produce quarterly reports for the Project Management Group. Reports need to fit with reporting to the Heritage Fund annually.
- Arrange monthly zoom meetings to review progress with Project Management Group.
- Keep records of work undertaken and log time.
- Be responsible for the project resources (protective clothing, tools and stocks of materials) and for ensuring they are maintained and replaced as appropriate.
- Ensure all digital content and other communications adheres to Heritage Fund acknowledgement guidelines.

#### **Competencies required.**

##### **Essential**

- Be experienced at working with communities in delivering events and generating activity and community interest.
- Be self-motivated and work on one's own.
- Excellent planning and organisational skills.
- Capable of recruiting and managing contracts.

- Set and keep to priorities & timescales.
- Take decisions within their area of responsibility.
- Work with a wide variety of Groups and individuals.
- Present information logically, concisely and with impact.
- Produce regular reports and financial updates.
- Networking, communication, and public speaking/ presentation skills.
- Computer IT skills.

#### **Desirable**

- Support and encourage participation by diverse people.
- Gain respect, support, and engagement from stakeholders.
- Be enthusiastic about removing barriers to participation.
- Become familiar with NLHF project delivery, policies and help deliver project approved purposes of the grant.

#### **How to Apply**

Please send your CV (including references), a covering letter explaining why this role is of interest to you and a supporting personal statement which explains your methodology for delivering against the scope of works within 10,000 characters. Applications should be sent electronically to Middle Marches Community Land Trust ([info@middlemarchescommunitylandtrust.org.uk](mailto:info@middlemarchescommunitylandtrust.org.uk)).

Applications must be received by 31<sup>st</sup> January 2025.

Interviews will be held 18<sup>th</sup> and 19<sup>th</sup> February in Minsterley Parish Hall and will include a visit to the meadows. Please bring outdoors clothes and footwear.

Start date: Ideally 1<sup>st</sup> of March to be agreed.

<https://middlemarchescommunitylandtrust.org.uk/job-vacancy>

