

ROLE PROFILE

Job Title	Herb Farm Assistant
Reports to	Herb Farm Manager
Location	Milverton
Department	Herb Farm
Purpose of the role	<ul style="list-style-type: none"> To assist with all Herb Farm operations and the implementation of the growing, planting and harvest plans through the season
Key internal contacts	<ul style="list-style-type: none"> Sales Team Operations Team Liquids Team
Key responsibilities	<ul style="list-style-type: none"> Supporting the Herb Farm Manager in day-to-day operations and maintenance of the herb field and our other sites. Independently undertake all manual tasks on the Herb Farm including plant propagation and planting-out, weeding, pruning, watering, harvesting, composting, bed preparation and root harvesting. Weekend work including but not limited to watering and mixing and emptying the herb dryer as needed. Processing fresh herb orders. This includes harvesting and boxing up the orders through to ensuring that the order is dispatched on time. Assist with supervision of the Herb Farm and volunteers when needed. Processing harvested herbs for drying, cutting and loading the dryer, checking the dryer each day and bagging up products to take over to our operations department ensuring they meet Organic Herb Trading specifications. Seed collecting/saving to make the Herb Farm as self-sufficient as possible. General maintenance tasks including the maintaining of Herb Farm tools and equipment. Monitoring and maintaining the health of plants. Supporting with general maintenance of green spaces at our other sites as needed. Carry out lone working from time to time in accordance with all Health & Safety related guidance. Assist with occasional events or open days and visits as required. To uphold the principles and aims of organic growing and Organic Herb Trading. <p>Broader Responsibilities</p> <ul style="list-style-type: none"> Ensure Organic Herb Trading premises are kept clean and tidy. Look for opportunities to grow sales and save the company money. Be flexible and be happy to provide support to colleagues when necessary. Uphold and re-enforce the company's values. <p><i>This Job Description is not an exhaustive list of duties; it is intended as a general indication of the range of work undertaken and will vary in accordance with the changing demands of the business.</i></p>
Knowledge and experience	<ul style="list-style-type: none"> Previous commercial and organic growing experience including references A good understanding of organic propagation, seed sowing, crop rotations and non-chemical pest and disease management Experience of crop and harvest planning Good plant knowledge Horticultural qualification or demonstrable experience
Qualities and attitude	<ul style="list-style-type: none"> Physically fit and strong with the ability and willingness to work outside in all weather.

	<ul style="list-style-type: none"> • Independently motivated and organised. • Good communication and team working skills, as well as the ability to work independently. • Ability to work efficiently, prioritise and make decisions whilst maintaining a keen eye for detail and good quality. • Full UK driving licence. • Positive attitude and passion for organic growing. • Self-motivated. • Good time keeping and ability to meet deadlines. • Professional and represents the values of the business.
Contract type	• A seasonal position from May to the end of October 2025
Hours of work	36.5 hours per week to include some weekends
Probationary period	3 months
Notice period	1 month
Annual leave	25 days plus bank holidays (pro-rated)
Pension	Auto enrolled after 3 months
Date	March 2025

Please sign below in acceptance that the above job description is a true reflection of your role:

Print Name:	_____
Signature:	_____
Date:	_____

Line manager to sign below in acceptance that the above job description is a true reflection of your role:

Print Name:	_____
Signature:	_____
Date:	_____