Kent County Council

Job Description: *North West Kent & Medway Valley Countryside Partnership Manager*

Directorate:	**Environment and Circular Economy**
Unit/Section:	**North West Kent & Medway Valley Countryside Partnership**
Grade:	**KSH**
Responsible to:	**Head of Country Parks and Countryside Partnerships**

Purpose of the Job:

To provide efficient and effective management of the North West Kent & Medway Valley Countryside Partnerships, ensuring the continued development and maintenance of a well-resourced, forward-looking and action-orientated partnership.

To maintain the future of the Partnerships including fostering partner involvement, raising the Partnerships profile, secure funding and delivering actions in line with current issues and strategies.

Main duties and responsibilities:

- Develop, review, and implement the 2 Business Plans, taking into account the strategies/aims of the core funders.
- Lead on the identification, initiation and securing of major sources of funding for sustaining and developing the Partnerships.
- Ensure services of the partnerships are actively promoted and marketed through social media, website (including monitoring target demographic) and conventional means such as giving talks, presentations, personal networking, and email. Ensure a coordinated approach between the two partnerships.
- Manage the operation of the Partnerships, including the line management of the two staff teams, ensuring efficient and effective delivery of the Partnership's aims.
- Develop good working relationships with external organisations and others to promote and further the aims of the Partnerships.
- Influence and enable landowners, local community groups, parish councils and other individuals or groups in the effective management of key environmental, amenity and heritage features across the two Partnerships areas.
- Take overall responsibility for the two Partnership's budgets in accordance with KCCs Financial Regulations, with the assistance of KCC's Finance Department, to include the keeping of appropriate records, best use of resources and monitoring and authorisation of expenditure.
- Facilitate or lead on a wide range of community and environmental based projects and events.

- Oversee the management of volunteers as part of the practical delivery of the projects.

- Ensure that operational and documented procedures for meeting risk, health and safety and safeguarding requirements are followed by all staff and volunteers. Ensure relevant training is available and is of high quality.

- Ensure effective liaison and co-ordination with other complementary activities.

Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

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Person Specification: *North West Kent & Medway Valley Countryside Partnership Manager*

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	CRITERIA
QUALIFICATIONS	• Educated to degree level. • Proven experience in a managerial role, in the countryside/environmental area.
EXPERIENCE	• Excellent project management skills. • Experience of supervising, developing, and training staff and volunteers. • Experience in managing budgets and good resource management skills. • Experience of fund raising from a variety of sources including bid preparations
SKILLS AND ABILITIES	• Excellent communication skills – able to produce effective written material including reports, strategies and business plans. Able to speak in public confidently • Excellent “people” skills - A good communicator, negotiator, motivator, diplomat, and leader. • Ability to critically evaluate current business products and processes and generate ideas for improvement or innovation to ensure quality work is completed within budget by competent staff • Well organised and able to manage many complex and competing projects and activities at once • Ability to generate creative ideas with limited resources. • Prepared to develop new ideas in response to local and wider issues. • Excellent computing skills, particularly in use of Microsoft Office, web-based communication systems and social media • Skills in marketing, communication and engagement and how this is applied to maximise potential. • Ability to work as part of a team as well as on your own initiative. • Willingness to work flexible hours including some weekends and evenings. Ability to access remote sites for site meetings and project delivery.
KNOWLEDGE	• A sound knowledge of and experience in countryside management as well as an understanding of relevant local, regional, and national initiatives.

KENT VALUES AND CULTURAL ATTRIBUTES	**Kent Values:** • We are **brave.** We do the right thing, we accept and offer challenge • We are **curious** to innovate and improve • We are **compassionate**, understanding and respectful to all • We are **strong together** by sharing knowledge • We are all **responsible** for the difference we make Our values enable us to build a culture that is: **Flexible/agile** - willing to take (calculated) risks and want people that are flexible and agile **Curious** - constantly learning and evolving **Compassionate and Inclusive** - compassionate, understanding and respectful to all **Working Together** - building and delivering for the best interests of Kent **Empowering -** Our people take accountability for their decisions and actions **Externally Focused** - Residents, families and communities at the heart of decision making