

## Kent County Council

### Job Description: *Medway Valley Countryside Partnership – Countryside Officer*

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<b>Directorate:</b>	<b>Growth, Environment and Transport</b>
<b>Unit/Section:</b>	<b>Environment and Circular Economy / Countryside Management Partnerships</b>
<b>Grade:</b>	<b>KR7</b>
<b>Responsible to:</b>	<b>Medway Valley Countryside Partnership Manager</b>

#### **Purpose of the Job:**

To implement the aims and objectives of Medway Valley Countryside Partnership. To lead on conservation tasks with volunteer groups, working on a wide range of habitats, liaising with partners and landowners to effectively manage and maintain nature reserves and greenspaces. To work on other projects, such as invasive non-native species, barn owl and river projects and to carry out wildlife surveys.

#### **Main duties and responsibilities:**

- Plan, supervise and co-ordinate practical volunteer conservation tasks in the Maidstone and Tonbridge and Malling boroughs. Develop and maintain partnerships with site stakeholders, contractors, and communities, acting as the contact point for practical tasks and providing reports as required.
- Co-ordinate the invasive non-native species programme, which organises control of such species as giant hogweed, Japanese knotweed and floating pennywort in the Medway catchment.
- Carry out wildlife surveys and produce management plans.
- Ensure health and safety policies and procedures are adhered to and implemented at all times.
- Identify project and funding opportunities. Secure financial support for site management and projects, ensuring all work is carried out within the agreed budget and time scales.
- Assist with the promotion of the Partnership's work, including volunteer recruitment and community engagement, through various methods of publicity, including social media.
- Assist the MVCP Manager in supervising Trainee Officers as required. Monitor their output and assist in identifying their training needs and work programme.
- Assist in identifying opportunities for other projects and activities. Support with promoting and delivering these projects and activities.
- Carry out administrative and office work, as required.

- Assist the MVCP manager and other partnership officers in their project work as and when required

Footnote: This job description is provided to assist the job holder to know what their 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: *Medway Valley Countryside Partnership – Countryside Officer*

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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.

	<b>CRITERIA</b>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"><li>• A levels and degree or similar qualification in Conservation, Countryside Management or a related subject.</li><li>• Lantra or equivalent qualification in using equipment such as chainsaws and brushcutters. Herbicide application desirable.</li><li>• First Aid qualification.</li></ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"><li>• Site, access, and habitat management, including practical work, tool use, and management plan writing or reviewing and report writing.</li><li>• Organisation and oversight of practical conservation volunteers on sites, providing supervision, training, and motivation to people from many backgrounds and abilities.</li><li>• Wildlife surveys and report writing.</li><li>• Work with invasive non-native species.</li><li>• Engagement with visitors and stakeholders.</li><li>• Contractor engagement and supervision.</li><li>• Funding applications.</li><li>• Off road driving and pulling a trailer with a 4 wheel drive vehicle.</li></ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"><li>• Confidence to communicate appropriately and effectively with people from a wide variety of backgrounds, including addressing challenging issues and managing conflict.</li><li>• Ability to access remote sites and transport tools and equipment.</li><li>• Managing delegated budgets including forecasting, monitoring, invoicing and analysis.</li><li>• Initiative and self-motivation.</li><li>• Ability to use Microsoft Office applications, email and internet.</li><li>• Ability to develop information and publicity materials.</li><li>• Team player and flexible approach to working.</li><li>• Willingness to work weekend and evening hours when occasionally required on a time in lieu basis.</li><li>• The ability to write clear and concise reports and plans and to manage projects within tight budget and time limits.</li><li>• Mapping skills desirable.</li></ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"><li>• Knowledge and understanding of habitat and conservation management principles and ecology.</li><li>• An understanding of Health and Safety policies.</li><li>• Knowledge of environmental grants and funding schemes.</li></ul>

<p><b>KENT VALUES AND CULTURAL ATTRIBUTES</b></p>	<p><b>Kent Values:</b></p> <ul style="list-style-type: none"> <li>• We are <b>brave</b>. We do the right thing; we accept and offer challenge.</li> <li>• We are <b>curious</b> to innovate and improve.</li> <li>• We are <b>compassionate</b>, understanding and respectful to all.</li> <li>• We are <b>strong together</b> by sharing knowledge.</li> <li>• We are all <b>responsible</b> for the difference we make.</li> </ul> <p>Our values enable us to build a culture that is:</p> <p><b>Flexible/agile</b> - willing to take (calculated) risks and want people that are flexible and agile.</p> <p><b>Curious</b> - constantly learning and evolving.</p> <p><b>Compassionate and Inclusive</b> - compassionate, understanding and respectful to all</p> <p><b>Working Together</b> - building and delivering for the best interests of Kent</p> <p><b>Empowering</b> - Our people take accountability for their decisions and actions.</p> <p><b>Externally Focused</b> - Residents, families and communities at the heart of decision making.</p>