

Kent County Council

Job Description: *Kent High Weald Partnership – Partnership Officer (Maternity Cover)*

Directorate:	Environment and Circular Economy
Unit/Section:	Countryside Management Partnerships
Grade:	KSE
Responsible to:	Kent High Weald Partnership Manager

Purpose of the Job:

To implement the aims and objectives of the Kent High Weald Partnership, in particular taking a lead on our nature-based education and wellbeing offer and community engagement. To lead, promote, and deliver forest school programmes, environmental education activities, health and wellbeing initiatives (such as our community allotment and green wellbeing programmes), and community projects and events.

Main duties and responsibilities:

- Support the delivery of our Forest School offer – this may involve planning and leading Forest School (and Forest School inspired) programmes for primary or secondary school children and supporting the delivery of our family-based forest school programme, Forest Time.
- Help coordinate, plan, and deliver our community allotment project in Tunbridge Wells which is mainly designed to support people with their wellbeing.
- Support the planning and delivery of our nature-based wellbeing projects such as Green Wellbeing and Breathe and Bloom – nature connection wellbeing programmes involving gentle gardening and natural arts and crafts.
- Support the planning and delivery of school education visits and Team Building at Bedgebury Pinetum.
- Support and deliver on our environmental community projects including Tunbridge Wells Community Nature Reserve, Kent Plan Tree, and In Bloom.
- Support the organization and delivery of community events, volunteer tasks, and projects associated with the green spaces we manage. This may include outdoor educational activities such as pond dipping and bug hunting.

- Assist with the promotion of the Partnership's work, including volunteer recruitment and community engagement, through various methods of publicity, especially social media.
- Identify project and funding opportunities. Secure financial support for projects, ensuring all work is carried out within the agreed budget and time scales.
- Carry out administrative and monitoring tasks, appropriate for work areas and general KHWP operations, including the provision of records and reports for grant funded projects.
- Ensure health and safety policies and procedures are adhered to and implemented at all times.
- Assist 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: *Kent High Weald Partnership – Partnership Officer*

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	<ul style="list-style-type: none"> • A levels and degree or similar qualification in Conservation, Countryside Management or a related subject. • Forest School Leadership Level 3. • First Aid qualification.
EXPERIENCE	<ul style="list-style-type: none"> • Leading and delivering Forest School programmes.. • Supporting or leading nature-based wellbeing initiatives or working with people with poor mental health or learning difficulties. • Experience working with children. • Experience delivering environmental educational sessions and community events • Experience working with volunteers • Social media experience
SKILLS AND ABILITIES	<ul style="list-style-type: none"> • Confidence to communicate appropriately and effectively with people from a wide variety of backgrounds. • Ability to use Microsoft Office applications, email and internet. • Initiative and self-motivation. • Team player and flexible approach to working. • Ability to access remote sites and transport tools and equipment. • Willingness to work weekend and evening hours when occasionally required on a time in lieu basis. • The ability to write clear and concise reports and plans and to manage projects within tight budget and time limits.
KNOWLEDGE	<ul style="list-style-type: none"> • Knowledge and understanding of the principles of Forest School. • An understanding of Health and Safety policies. • Some knowledge or understanding of horticulture
KENT VALUES AND CULTURAL ATTRIBUTES	<p>Kent Values:</p> <ul style="list-style-type: none"> • 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. <p>Our values enable us to build a culture that is:</p> <p>Flexible/agile - willing to take (calculated) risks and want people that are flexible and agile.</p> <p>Curious - constantly learning and evolving.</p>

	<p>Compassionate and Inclusive - compassionate, understanding and respectful to all</p> <p>Working Together - building and delivering for the best interests of Kent</p> <p>Empowering - Our people take accountability for their decisions and actions.</p> <p>Externally Focused - Residents, families and communities at the heart of decision making.</p>
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