

Kent County Council

Job Description: *Partnership Officer*

Directorate:	Growth Transport Environment
Unit/Section:	Environment & Circular Economy /Countryside Partnerships and Country Parks
Grade:	KSE
Responsible to:	KSCP Partnership Manager

Purpose of the Job:

To help implement the aims and objectives of the Kentish Stour Countryside Partnership, in particular to develop and deliver environmental and community-based projects.

Main duties and responsibilities:

- Assist the Partnership Manager to promote, develop and implement agreed activities within the KSCP Business or Action Plan.
- Work with landowners and partners to identify sites suitable for pond creation and restoration and co-ordinate any work required.
- Provide information for monitoring activities as appropriate, ensuring all records and reports are accurate. Make recommendations for future action as appropriate.
- Carry out site surveys, prepare reports and plans as appropriate.
- Develop working relations with partners, especially steering group members.
- Promote community action and volunteer recruitment, support and training and assist the manager in ensuring Health & Safety policy is implemented at all times.
- Plan, supervise and co-ordinate a programme of events, specific projects and practical tasks that contribute towards the delivery of the Partnerships aims and objectives, as required.
- Assist in the production of high quality informative and interpretative material that supports and promotes the Partnership as well as increase people's understanding, enjoyment and respect for the countryside.
- Assist the Partnership Manager in identifying and finding new sources of funding.
- Ensure that projects are well-costed and completed within agreed budgets.

- Undertake such duties as from time to time may be allotted to you.

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.

Kent County Council

Person Specification: *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	• A levels and degree or similar qualification in a related subject.
EXPERIENCE	• Considerable experience within countryside management role. • Proven experience in identifying, co-ordinating and implementing a variety of medium sized countryside projects. • Experience as a volunteer in relevant countryside work and experience of leading, supervising and organising volunteers. • Manage delegated budgets including income, financial reporting and monitoring. • Experience of publicity production and promotion. Able to oversee the production of a range of material, deliver events and talks to a range of audiences. • Experience of managing delegated staff (volunteer or paid).
SKILLS AND ABILITIES	• Take the lead in medium sized projects and assist with complex projects. • Demonstration of a wide range of practical countryside management skills including survey and site management planning techniques. • Demonstration of project management skills, being able to manage multiple projects as well as assist on more complex projects. • Able to identify potential funding and complete applications, assist on other larger funding bids. • Ability to take the lead in partnership resource management as delegated. • A clear and effective advocate for the partnership with ability to cope with a wide range of situations. • Ability to interpret policies, reports and strategies. • Able to demonstrate innovation in workplace. • Computer literate with experience of different IT packages. • Application of Health and Safety in the workplace. • Proven ability to manage and supervise contractors. • Ability to write specifications.
KNOWLEDGE	• Considerable knowledge of local and wider countryside management issues. • Knowledge of biodiversity, landscape, recreation and heritage management. • Awareness of public sector and local authority working.
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
--	--