

## Kent County Council

Job Description: *Kent High Weald Partnership – Woodland Officer*

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<b>Directorate:</b>	<b>Growth, Environment and Transport</b>
<b>Unit/Section:</b>	<b>Countryside Management Partnerships</b>
<b>Grade:</b>	<b>KR7</b>
<b>Responsible to:</b>	<b>Kent High Weald Partnership Manager</b>

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

To implement the aims and objectives of the Kent High Weald Partnership, in particular taking a lead on woodland site management. To assist with stewardship and maintenance of nature reserves and greenspaces managed by KHWP, taking a lead on our key woodland sites, ensuring they are managed effectively and sustainably for biodiversity and people.

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

- Coordinate and implement the habitat and access management and day to day operations of some of the woodland sites under the management of KHWP in line with management plans and budgets.
- Plan, supervise and co-ordinate practical volunteer tasks and community engagement events, which contribute towards the delivery of site management objectives and the Partnership's aim of connecting people and nature.
- Develop and maintain partnerships with site stakeholders, contractors, and communities, acting as the contact point for your sites.
- Ensure health and safety policies and procedures are adhered to and implemented at all times.
- 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 and greenspaces.
- Assist with the promotion of the Partnership's work, including volunteer recruitment and community engagement, through various methods of publicity including social media.
- 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 in identifying opportunities for nature-based education and wellbeing projects and activities. Support with promoting and delivering these projects and activities.
- Carry out administrative and monitoring tasks, appropriate for work areas and general KHWP operations, including the provision of records and reports for site surveys and monitoring activities, as required.
- Assist the KHWP Manager in supervising, as required, the Trainee Officers. Monitor their output and assist in identifying their training needs and work programme.
- 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 – Woodland 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, brushcutters and pesticide application.</li><li>• First Aid qualification.</li></ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"><li>• Site, access, and habitat management, particularly woodlands, including practical work, tool use, and management plan writing or reviewing.</li><li>• Contractor engagement and supervision.</li><li>• Organisation and oversight of practical conservation volunteers on sites, being able to provide supervision, training, and motivation to people from many backgrounds and abilities.</li><li>• Engagement with visitors and stakeholders</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 develop on site interpretation and other information and publicity materials.</li><li>• Ability to use Microsoft Office applications, email and internet.</li><li>• Initiative and self-motivation.</li><li>• Team player and flexible approach to working.</li><li>• Ability to access remote sites and transport tools and equipment.</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></ul>

<p><b>KNOWLEDGE</b></p>	<ul style="list-style-type: none"> <li>• Knowledge and understanding of habitat and conservation management principles and ecology, particularly with woodland and heathland habitats.</li> <li>• An understanding of Health and Safety policies.</li> <li>• Some knowledge of environment 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>