

Directorate: Growth, Environment and Transport

Unit/Section: Environment

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 deliver educational and community river based projects and river restoration projects.

Main duties and responsibilities:

Assist the Partnership Manager to promote, develop and implement agreed activities within the KSCP Business or Action Plan.

To engage local communities in river action through practical conservation tasks, educational events and other activities.

Provide support and training to volunteers in an enjoyable atmosphere with sustainable outputs.

To deliver educational work with schools and develop educational materials.

To oversee the KSCP river wardens.

To oversee the KSCP Riverfly Monitoring Groups.

To assist in delivering high quality informative and interpretive material.

To oversee, and assist others in the KSCP team with, river habitat management, both with volunteers and contractors.

To issue orders for work, manage part of the 'Our Stour' budget. To apply for new funds as needed and when the opportunity arises.

Ensure Health and Safety policy is implemented at all times.

Keep records of all work so that outputs and reports can be provided to partners.

Carry out site surveys, prepare reports and plans as appropriate.

To develop working relationships with new and existing partners.

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 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.

Kent County Council

Person Specification: KSCP Countryside 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	<p>Experience within a countryside management role.</p> <p>Proven experience in identifying, co-ordinating and implementing a variety of medium sized countryside projects.</p> <p>Experience as a volunteer in relevant countryside work and experience of leading, supervising and organising volunteers.</p> <p>Experience of working with young people.</p> <p>Manage delegated budgets including income, financial reporting and monitoring.</p> <p>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.</p>
SKILLS AND ABILITIES	<p>Take the lead in medium sized projects and assist with complex projects.</p> <p>Demonstration of a range of practical countryside management skills including survey and site management planning techniques and those associated with rivers.</p> <p>Demonstration of project management skills, being able to manage multiple projects as well as assist on more complex projects.</p> <p>Able to identify potential funding and complete applications, assist on other larger funding bids.</p> <p>Ability to take the lead in partnership resource management as delegated.</p> <p>A clear and effective advocate for the partnership with ability to cope with a wide range of situations.</p> <p>Ability to interpret policies, reports and strategies.</p>

	<p>Able to demonstrate innovation in workplace.</p> <p>Computer literate with experience of different IT packages.</p> <p>Application of Health and Safety in the workplace.</p> <p>Proven ability to manage and supervise contractors.</p> <p>Ability to write specifications.</p>
KNOWLEDGE	<p>Considerable knowledge of local and wider countryside management issues.</p> <p>Knowledge of biodiversity, landscape, recreation and heritage management.</p> <p>Considerable knowledge of river habitats and river issues.</p> <p>Awareness of public sector and local authority working.</p>
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>