

Kent County Council

Job Description: *North West Kent Countryside Partnership Manager*

Directorate:	Growth, Environment and Transport
Unit/Section:	North West Kent Countryside Partnership
Grade:	KR10
Responsible to:	Head of Country Parks and Countryside Partnerships

Purpose of the Job:

To provide efficient and effective management of the North West Kent Countryside Partnership, ensuring the continued development and maintenance of a well-resourced, forward-looking and action-orientated partnership.

To maintain the future of the Partnership including fostering partner involvement, raising the Partnership profile, secure funding and delivering actions in line with current issues and strategies.

Main duties and responsibilities:

- Develop, review, and implement the Business Plan, taking into account the strategies/aims of the core funders.
- Identify, pursue, initiate, and secure major sources of funding for sustaining and developing the Partnership.
- Pro-actively promote and market the services of the partnership through social media, website (including monitoring target demographic) and conventional means such as giving talks, presentations, personal networking, and email.
- Manage the operation of the Partnership and office, including the management of the staff team and volunteers, ensuring efficient and effective delivery of the Partnership's aims.
- Develop good working relationships with external organisations and others to promote and further the aims of the Partnership.
- Influence and enable landowners, local community groups, parish councils and other individuals or groups in the effective management of key environmental, amenity and heritage features within the Partnership area.
- Monitor and manage the Partnership's budget in accordance with KCCs Financial Regulations, with the assistance of KCC's Finance Department, to include the keeping of appropriate records, best use of resources and monitoring and authorisation of expenditure.
- Facilitate or lead on a wide range of community and environmental based projects and events.
- Enable and manage volunteers as part of the practical delivery of the projects.
- Ensure that operational and documented procedures for meeting health and safety requirements are followed by all staff and volunteers. Ensure relevant training is available and is of high quality.
- Ensure effective liaison and co-ordination with other complementary activities.

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: *North West Kent Countryside Partnership Manager*

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">• Educated to degree level in an environmental discipline• Proven experience in a managerial role, in the countryside/environmental area• A Full UK Driving Licence – The Council is committed to making reasonable adjustments so whilst this job requires the jobholder to drive your application will still be considered if you are unable to drive due to a disability
EXPERIENCE	<ul style="list-style-type: none">• Excellent project management skills• Experience of supervising, developing, and training staff and volunteers• Budget responsibility and proven ability to deliver projects within set budgets• Experience in managing budgets and good resource management skills• Experience of fund raising from a variety of sources including bid preparations• Supervision and management of contractors
SKILLS AND ABILITIES	<ul style="list-style-type: none">• Excellent communication skills – able to produce effective written material including reports, strategies and business plans• Able to speak in public confidently• Excellent “people” skills - A good communicator, negotiator, motivator, diplomat, and leader. Prepared to lead by example• Ability to produce effective business plans, strategies and concise reports• Ability to critically evaluate current business products and processes and generate ideas for improvement or innovation to ensure quality work is completed within budget by competent staff• Well developed project management skills and proven ability to manage several projects concurrently• Well organised and ability to work on several projects at the same time and deliver on time and in budget• Ability to generate creative ideas with limited resources• Prepared to develop new ideas in response to local and wider issues• Excellent resource management skills• Good presentation skills• Excellent computing skills, particularly in use of Microsoft Office, web-based communication systems and social media

	<ul style="list-style-type: none"> • Skills in marketing, communication and engagement and how this is applied to maximise potential • Ability to work as part of a team as well as on your own and demonstrate initiative and a problem-solving attitude • An ability to communicate with a variety of individuals including Senior Officers and Politicians • Willingness to work flexible hours including some weekends and evenings • Ability to access remote sites for site meetings and project delivery • A self-starter with high motivation • Supportive management style and willingness to engage with and work within a team • Imaginative and innovative with a willingness to consider alternative approaches to achieve the Partnership's objectives • An open attitude to working with a wide range of individuals and organisations and a willingness to develop new partnerships • A 'can do' approach to work, and willingness to take the lead • An ability to use tact and diplomacy effectively and in the right situations
<p>KNOWLEDGE</p>	<ul style="list-style-type: none"> • A sound knowledge of and experience in countryside management as well as an understanding of relevant local, regional, and national initiatives • A sound knowledge of current countryside issues as well as an understanding of local, regional and national initiatives • Awareness and understanding of public sector financial control and monitoring • Diverse and broad knowledge of biodiversity, landscape and heritage management • Knowledge of issues and law affecting countryside access • Awareness of the workings and processes of the public sector and local authorities • Knowledge of the Thames Gateway growth area and particularly the Kent Thameside region
<p>KENT VALUES AND CULTURAL ATTRIBUTES</p>	<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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