

Kent County Council

Job Description: *Stour Valley Restore Development Officer*

Directorate:	Growth, Environment and Transport
Unit/Section:	Environment and Circular Economy – Countryside Management Partnerships
Grade:	KSG
Responsible to:	KSCP Partnership Manager

Purpose of the Job:

To develop the Stour Valley Restore scheme to a National Lottery Heritage Fund Stage 2 application.

Main duties and responsibilities:

- Working with the KSCP Partnership Manager, oversee inauguration of the Partnership Board and formation of supporting Theme/Project groups.
- Working with the KSCP Partnership Manager appoint consultants as required to deliver and support delivery of work in this phase.
- Consolidate, formalise, and potentially expand the partnership; revise and extend the existing Memorandum of Understanding to produce a formal partnership agreement for the Delivery Phase.
- Report regularly to the Partnership Board on budgets, project status, and performance, provide secretariat support to Board meetings.
- Support the Stour Valley Restore Communication and Engagement Officer with advice on pilot projects, engagement, promotion and delivery stage planning.
- Working with a fundraising consultant, oversee production of a Development Phase Funding Strategy, and with support from the consultant and partners, deliver the strategy to secure match funding for the Delivery Phase.
- Develop, plan and cost all Delivery Phase projects, working closely with partners involved in those projects.
- Develop project legacy in the form of the Stour Valley Regional Park with KSCP Partnership Manager.

- Complete the Delivery Phase application form, with input from partners and consultants.
- At the end of the Development Phase, carry out in house evaluation according to NLHF specifications.
- **Supported by consultants and partners, produce the following supporting documents for the Delivery application:**

The Area Action Plan, which will be the central document in the delivery phase bid, encompassing analysis and assessment of the Scheme area, a strategy and vision for the Scheme, a detailed delivery action plan and management structures.

Produce a detailed timetable for the Delivery Phase.

Produce briefs for work to be commissioned in the Delivery Phase.

Together with the KSCP Partnership Manager, produce financial supporting documents: full cost breakdown and cashflow report for the Delivery Phase, plus income and spending forecasts for the 5 years after the project.

- **Oversee production of the following supporting documents for the Delivery application by consultants:**

Risk registers for Delivery Phase and after the project.

Monitoring and evaluation plan.

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: *Stour Valley Restore Development 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>Substantial proven experience in identifying, co-ordinating and implementing a variety of major countryside projects.</p> <p>Experience in fundraising and managing budgets including income, financial reporting and monitoring.</p> <p>Experience of working to Boards/Steering Groups and general partnership working.</p> <p>Experience of report writing and overseeing consultants preparing reports.</p> <p>Experience of publicity, branding, promotion.</p>
SKILLS AND ABILITIES	<p>Able to bring partners together to plan for a programme of work.</p> <p>Demonstration of project management skills, being able to manage multiple projects and more complex projects.</p> <p>Able to identify potential funding and complete funding applications.</p> <p>Ability to be a clear and effective advocate for Stour Valley Restore and KSCP</p> <p>Ability to interpret policies, reports and strategies.</p> <p>Able to demonstrate innovation in the 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 consultants and activity providers.</p> <p>Ability to write reports, specifications for consultants.</p>
KNOWLEDGE	<p>Knowledge of budget planning.</p> <p>Considerable knowledge of local and wider countryside management issues, policies and strategies.</p>

	<p>Knowledge of biodiversity, landscape, recreation and heritage management.</p> <p>Awareness of public sector and local authority working.</p>
<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> <p>(If this document is being used for recruitment purposes, examples of Behaviours which support the Kent Values will need to be demonstrated within the context of this post)</p>