

Kent County Council

Job Description: *Medway Valley Countryside Partnership
Manager*

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

Purpose of the Job:

To provide efficient and effective management of the Medway Valley Countryside Partnership, maintaining their proactive role in natural environment and community initiatives.

To maintain and develop the future of the Partnership including fostering partner involvement, profile raising, income generation and grant fund raising as well as delivering actions in line with current needs and strategies. Working with the other Countryside Partnerships to develop a commissionable countywide countryside service

Accountabilities:

1. Develop, review and implement the Business Plan, taking into account the strategies/aims of the partners.
2. Lead on the strategic development for the Partnership, including the transition towards commissioning.
3. Manage the operation of the Partnership including the management and development of staff and volunteers.
4. Develop good working relationships internally and externally across statutory, non-statutory, business, third and community sectors.
5. Develop medium and large scale projects.
6. 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 areas.
7. Identify, pursue and secure major sources of funding for sustaining and developing the Partnership. Investigate and develop income generating services.
8. Monitor and manage the Partnerships 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.

9. Facilitate, lead and manage projects
10. Lead, manage, develop and motivate staff to deliver on a wide range of community and environmental based projects and events.
11. Manage and develop the Partnership, maximising opportunities for cross CMP working and efficiency. Seek operational efficiencies to maximise use of resources.
12. Engage with other areas of KCC, including the wider Environment Group, Public Health and Public Rights of Way.

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: *Medway Valley 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.

Qualifications	<ul style="list-style-type: none">• Educated to degree level in relevant discipline or equivalent or significant equivalent experience in related roles or industry.
Experience	<ul style="list-style-type: none">• Experience in a management role within countryside/environment field.• Proven supervision, development and training of a team of staff.• Budget responsibility of multiple and complex projects.• Experience of commissioning• Proven track record of successful fundraising and bid writing across a variety of sources and to a higher value or complexity. Business development opportunities• Tender preparation, supervision and management of contractors for multiple or large jobs.
Skills and Abilities	<ul style="list-style-type: none">• Well-developed project management skills and proven ability to develop and manage multiple and complex projects concurrently.• An accomplished communicator, negotiator and motivator. Clear demonstration of ability within work situations.• Higher level presentation skills.• Evidence of ability to produce effective business plans, strategies and concise reports through collaborative working.• Excellent resource management skills.• Business accumen• Track record of H&S delivery. Sound knowledge of relevant legislation.• Computer literacy and competent use of main software packages.• Digital marketing and social media skills
Knowledge	<ul style="list-style-type: none">• A sound knowledge of current countryside issues as well as an understanding of local, regional and national initiatives.• Diverse and broad knowledge of biodiversity, access,

	<p>landscape and heritage management.</p> <ul style="list-style-type: none"> • Understanding of the links between health and the environment and demonstration of that understanding. • Understanding of environmental education and learning in the outdoors including Forest School. • Knowledge of external funding, grants and Partnership working
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>