

Kent County Council

Job Description: *Making Space for Nature in Kent & Medway Support Officer*

Directorate:	Growth, Environment & Transport
Unit/Section:	Natural Environment & Coast Team
Grade:	KR7
Responsible to:	Natural Environment & Coast Manager

Purpose of the Job:

Kent County Council is the Responsible Authority for the development of the Kent and Medway Local Nature Recovery Strategy.

The *Making Space for Nature in Kent and Medway* project will develop this important strategic document for the county. The Local Nature Recovery Strategy will agree and map our most valuable areas for nature, priorities for its recovery and opportunities for wider environmental benefits. It will be collaborative and locally led, with a large emphasis on stakeholder engagement.

The Making Space for Nature Support Officer will work across all elements of the project, assisting the team with its delivery. This post is ideally suited to a graduate or someone similarly wishing to be involved in a landmark piece of work for nature recovery in Kent, with the opportunity to gain valuable experience and develop skills.

Main duties and responsibilities:

1. Support the team's communication and engagement activities, including:
 - a. Keep stakeholder and partners informed with regular newsletters.
 - b. Assist the Making Space for Nature Landowner and Local Government Officers with the development of audience targeted communications.
 - c. Update the project website and upload project outputs to the online portal.
 - d. Establish and manage social media channels.
 - e. Draft other, more generalised Making Space for Nature in Kent and Medway project communication materials.
2. Support the stakeholder survey activities, including production of Microsoft forms and compilation of survey results into a format that enables easy analysis and review by the project officers.
3. Manage the Making Space for Nature in Kent and Medway mailbox, ensuring enquiries are directed to the relevant project officer and responded to in a timely manner.
4. Support the project in sourcing information, data and evidence, and presenting in appropriate formats (including GIS).
5. Support project meetings by preparing agendas and taking minutes.

6. Manage arrangements, registration and venue bookings for meetings, workshops and events.
7. Manage the project's stakeholder and information databases.
8. Collate updates and information from the project officers to inform the monthly progress tracker.
9. Under the direction of the Making Space for Nature project officers and manager, provide support to other tasks necessary to the delivery of the Local Nature Recovery Strategy.

The post holder will be required to travel throughout the county and, at times, to work evenings.

The post is offered on a fixed term contract of 20 months.

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: *Making Space for Nature in Kent & Medway Support 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	Degree in an environmental discipline or substantial relevant experience.
EXPERIENCE	<p>Proven interest in the environment.</p> <p>Practical experience of an environmental field through, for example, further education and/or volunteering.</p> <p>Experience of working as part of a team and demonstrable ability to develop effective working relationships.</p> <p>Experience of web content management and social media.</p>
SKILLS AND ABILITIES	<p>Good verbal and written skills, demonstrating an ability to effectively communicate with a diverse audience and create clear and engaging communication materials.</p> <p>Ability to find and source relevant information.</p> <p>Applied GIS skills.</p> <p>Excellent knowledge and experience of Microsoft office applications, in particular the use of Excel for databases.</p> <p>Organised with ability to independently work to task and process, demonstrating a strong work effort by delivering work to time and quality.</p>
KNOWLEDGE	<p>An understanding of ecological issues and the pressures facing biodiversity.</p> <p>An understanding of nature recovery at a landscape scale.</p> <p>An understanding of Kent's important habitats and species and landscape features.</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

Our values enable us to build a culture that is:

Flexible/agile - willing to take (calculated) risks and want people that are flexible and agile

Curious - constantly learning and evolving

Compassionate and Inclusive - compassionate, understanding and respectful to all

Working Together - building and delivering for the best interests of Kent

Empowering - Our people take accountability for their decisions and actions

Externally Focused - Residents, families and communities at the heart of decision making