Kent County Council

Job Description: *Saving Dusky Lemon Project Officer (Kent Plan Tree)*

Directorate:	**Growth, Environment & Transport**
Unit/Section:	**Natural Environment & Coasts**
Grade:	**KSF**
Responsible to:	**Katherine Meade (Plan Tree Strategy Officer)**

Purpose of the Job:

The Saving Dusky Lemon Project is a species recovery initiative funded through the Natural England's Species Recovery Programme. The project contributes to wider nature recovery ambitions across Kent, supporting the objectives of Kent Plan Tree, Kent's Plan Bee and the Kent & Medway Local Nature Recovery Strategy.

The Project Officer will lead the day-to-day delivery of the project across Kent, helping to conserve the threatened Dusky-lemon Sallow moth and the habitats on which it depends. Working with a range of partners, they will develop and deliver moth and tree survey programmes, undertaking field surveys and habitat assessments, and analyse survey data to improve understanding of the species' habitat requirements and inform conservation action nationally.

The Project Officer will be responsible for delivering project activities, managing the day-to-day project budget, recruiting and managing volunteers, and managing partners delivery including resolving issues that arise during project delivery. They will work independently on a day-to-day basis, seeking support from the Plan Tree Strategy Officer on strategic, financial or organisational matters.

The role includes producing technical reports, building partnerships and engaging volunteers, land managers and other stakeholders to help achieve project objectives. Regular travel across Kent is required, including working at remote sites and occasional evening, night-time or weekend fieldwork.

Main duties and responsibilities:

- Lead the day-to-day delivery of the Saving Dusky Lemon Project, making sure activities are delivered on time, meet project objectives and comply with funding requirements.
- Work with project partners and species experts to develop survey approaches and improve understanding of the Dusky-lemon Sallow moth and its habitat requirements.
- Plan, coordinate and undertake moth, tree and habitat surveys across Kent, including adult moth trapping, egg and larval surveys, monitoring and ecological data collection.
- Manage and analyse survey data to identify trends, inform conservation action and contribute to national species recording and recovery initiatives.
- Prepare technical reports, survey summaries and project updates, presenting information clearly for a range of audiences.
- Develop and maintain effective working relationships with project partners, conservation organisations, landowners and land managers, coordinating joint activities and meetings.

- Recruit, train, support and manage volunteers to help deliver project activities, ensuring they have the knowledge, resources and guidance needed to contribute effectively to project delivery.
- Organise and deliver engagement activities to promote the project, including events, presentations, newsletters, social media content and volunteer communications.
- Resolve complex issues that arise during project delivery, including those involving surveys, volunteers, landowners, access to sites and partner organisations. Use professional judgement to identify solutions and seek advice from the Plan Tree Strategy Officer when needed.
- Manage the day-to-day project budget, monitor expenditure and ensure project activities are delivered within the approved annual budget. Identify budget pressures, manage project resources effectively and raise significant risks where appropriate.
- Ensure health and safety requirements are met across all project activities, following risk assessments, organisational policies and agreed procedures.
- Monitor project progress, outputs and risks, taking action to address issues and ensure successful delivery of project objectives.
  Travel throughout Kent and work at remote sites as required, including occasional evening, night-time and weekend fieldwork.

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.

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Person Specification: *Saving Dusky Lemon Project Officer (Kent Plan Tree)*

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-Level or equivalent qualification in Ecology, Environmental Science, Conservation Biology, Forestry, Countryside Management or a related subject or equivalent relevant experience. • A Full UK driving licence
EXPERIENCE	• Experience of ecological, conservation or countryside management work. • Experience of carrying out field surveys and collecting biological data. • Experience of moth, invertebrate or habitat surveys. • Experience of producing technical or scientific reports. • Experience of working with a range of stakeholders, volunteers or partner organisations. • Experience of coordinating projects, volunteers or events. • Experience of submitting records to national recording schemes or conservation organisations.
SKILLS AND ABILITIES	• Ability to carry out ecological fieldwork, including evening and night-time surveys. • Ability to identify, record and analyse ecological data. • Ability to produce clear technical and scientific reports. • Strong organisational and communication skills. • Ability to build effective relationships with partners, volunteers and landowners. • Ability to work independently and as part of a team. • Competent in Microsoft Office and data management systems. • Experience using GIS software. • Experience delivering presentations, talks or training.
KNOWLEDGE	• Knowledge of ecological survey and biological recording techniques. • Understanding of biodiversity conservation and habitat management. • Knowledge of Lepidoptera, general entomology or species recovery projects. • Knowledge of trees, woodland habitats and associated species.

	• Knowledge of conservation legislation and biological recording schemes. • Understanding of health and safety requirements for fieldwork
PERSONAL QUALITIES	• Enthusiastic and committed to nature conservation. • Enthusiastic about developing specialist ecological knowledge and skills. • Self-motivated and able to work independently. • Well organised with attention to detail. • Effective communicator with a collaborative approach. • Flexible and adaptable, including willingness to work evenings and in remote locations. • Professional, reliable and safety-conscious.
KENT VALUES AND CULTURAL ATTRIBUTES	**Kent Values:** • 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