

Kent County Council

Job Description: *Countryside Partnership Officer*

Directorate: Growth, Environment and Transport
Unit/Section: Countryside and Community Development
Grade: KR7
Responsible to: NWKCP Partnership Manager

Purpose of the Job:

To help implement the aims and objectives of the Countryside Partnership, in particular to develop and deliver landscape and community based projects.

Main duties and responsibilities:

Assist the Partnership Manager to develop and implement environmental, recreational and community bases projects within the CMP Business or Action Plan.

Promote community action and volunteer recruitment, support and training and assist the manager in ensuring Health & Safety policy is implemented at all times.

Provide information for monitoring activities as appropriate, ensuring all records and reports are accurate. Make recommendations for future action as appropriate.

Carry out site surveys, prepare reports and plans as appropriate.

Develop and maintain good working relations with a wide range of partners to implement environmental and landscape scale projects.

Plan, supervise and co-ordinate a programme of events, specific projects and practical tasks that contribute towards the delivery of the Partnerships aims and objectives.

Assist in the production of high quality informative and interpretative material that supports and promotes the Partnership as well as increase people's understanding, enjoyment and respect for the countryside.

Assist the Partnership Manager in identifying and finding new sources of funding.

Ensure that projects are well-costed and completed within agreed budgets.

Undertake such duties as from time to time may be allotted to you.

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: *Countryside Partnership 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	Level 3 Diploma in a countryside subject or similar qualification in a related subject.
EXPERIENCE	<p>Experience within a countryside management role.</p> <p>Proven experience in identifying, co-ordinating and implementing a variety of medium sized countryside projects.</p> <p>Experience as a volunteer in relevant countryside work and experience of leading, supervising and organising volunteers.</p> <p>Knowledge of budgets including income, financial reporting and monitoring.</p> <p>Experience of publicity production and promotion including social media. Able to oversee the production of a range of material, deliver events and talks to a range of audiences.</p> <p>Experience of delivering community events</p> <p>Experience of delivering land and water management projects</p>
SKILLS AND ABILITIES	<p>Take the lead in medium sized projects and assist with complex projects.</p> <p>Demonstration of a wide range of practical countryside management skills including survey and site management planning techniques.</p> <p>Demonstration of project management skills, being able to manage multiple projects as well as assist on more complex projects.</p> <p>Able to identify potential funding and complete applications, assist on other larger funding bids.</p> <p>Ability to take the lead in partnership resource management as delegated.</p> <p>A clear and effective advocate for the partnership with ability to cope with a wide range of situations.</p> <p>Ability to interpret policies, reports and strategies.</p> <p>Able to demonstrate innovation in 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 contractors.</p> <p>Ability to write specifications.</p> <p>Ability to drive Partnership Vehicles</p>
KNOWLEDGE	<p>Considerable knowledge of local and wider countryside management issues.</p> <p>Knowledge of biodiversity, landscape, recreation and heritage management.</p> <p>Awareness of public sector and local authority working.</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 <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>