

Kent County Council

Job Description: *Darent Valley Landscape Partnership Scheme Manager*

Directorate:	Growth, Environment and Transport
Unit/Section:	Kent Downs AONB Unit
Grade:	KR11
Responsible to:	Director, Kent Downs AONB Unit

Purpose of the Job:

This is an exciting opportunity to make a real difference to the Darent Valley, a beautiful rural landscape rich in heritage lying within and beside the Kent Downs Area of Outstanding Natural Beauty (AONB). You will lead a dynamic team of staff to deliver the Darent Valley Landscape Partnership Scheme (DVLPS).

The DVLPS is an ambitious scheme funded by the National Lottery Heritage Fund (NLHF), EU Interreg 2 Seas and Channel programmes and scheme partners that brings together a range of partners to promote, support and deliver an integrated and sustainable approach to landscape management. This will be achieved through advocacy, development of partnerships and delivery of an integrated suite of projects to enhance and protect the landscape and its heritage, improve access, raise capacity in partners and the local community, and increase community engagement.

Your role will be to manage and develop the DVLPS team, establish partnerships and work with partners to deliver the potential of the Landscape Partnership Scheme. You will ensure that projects are integrated and delivered on time and to budget, use your influence and experience to promote the Scheme and work with partners and team members to further develop programmes and secure the financial arrangements for the second and third year of operation.

A key part of your role will be to look beyond the delivery period that NLHF have funded this programme to secure a legacy and future for this exciting initiative.

Main duties and responsibilities:

- Provide leadership and direction to the DVLPS delivery team.
- Provide leadership and direction to the DVLPS delivery partners.
- Develop and participate in partnerships to ensure successful delivery of the DVLPS objectives.
- Contribute to local strategies and initiatives to ensure that the scheme's aims and objectives for the Darent Valley are fully reflected.
- Oversee and ensure the reporting and out-turn of budgets and scheme milestones.
- Oversee and ensure proper financial procurement and health and safety arrangements for the scheme.
- Confirm and secure match funding arrangements with scheme partners.

- Work with partners to identify opportunities for securing funding for, and co-ordinating and targeting existing resources towards, securing the scheme's objectives for the Darent Valley.
- Update the Darent Valley Landscape Partnership Board on progress and ensure partners are involved in scheme delivery and appraised and involved in further scheme development.
- Prepare a strategy to ensure the legacy of DVLPS activity beyond its initial delivery period.
- Complete the claim, completion and evaluation reports and submit it to the Partnership Board, National Lottery Heritage Fund, Interreg, and other funders on time.
- Ensure that the DVLPS team monitor and evaluate project activity - report and make changes to improve delivery.

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: Darent Valley Landscape Partnership Scheme 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.

	CRITERIA
QUALIFICATIONS	<ul style="list-style-type: none">• Degree, equivalent qualification or sufficient relevant experience, preferably in an environmental, heritage or countryside management related subject.• A Full UK Driving Licence – The Council is committed to making reasonable adjustments so whilst this job requires the jobholder to drive your application will still be considered if you are unable to drive due to a disability.
EXPERIENCE	<ul style="list-style-type: none">• Demonstrate successful experience of line management and building a team.• Experience of reporting to a management board.• Experience of business planning for a project team and complex delivery programme.• Experience of developing successful and innovative projects and partnerships, and working with a wide range of different organisations and people including local authorities, private sector, voluntary organisations and local communities.• Demonstrate successful experience working with communities and partnerships to deliver innovative landscape management and access involving a wide range of community groups.
SKILLS AND ABILITIES	<ul style="list-style-type: none">• Providing accurate financial forecasts, budgets and accounts, and ensuring projects expenditure deliver on time and to budget.• Strategic thinker with ability to look forward and secure a legacy for the Darent Valley Landscape Partnership Scheme.• Excellent communicator willing to work in an integrated way beyond immediate programme delivery responsibilities.• Excellent financial control and monitoring skills (particularly in a public sector environment)• Good presentation and numeracy skills.• Production of high quality work to agreed deadlines.• Computer literacy (MS Office).• Good promotional and influencing skills, ability to network at a high level to achieve results.• Ability/ confidence to work with partners and, in particular communities

	<p>and landowners.</p> <ul style="list-style-type: none"> • Ability to organise and co- ordinate different areas of work. • Collating information, report writing and making recommendations for action, and reporting back on work progress. • Self-starter/high motivation - someone who will drive this exciting project forward. • Supportive and assertive manager of people
<p>KNOWLEDGE</p>	<ul style="list-style-type: none"> • Knowledge and demonstrable experience of working with EU funding streams. • Experience and knowledge of heritage management • Experience and knowledge of landscape and access management.
<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>