

## Kent County Council

### Job Description: *Assistant Partnership Officer – North West Kent Countryside Partnership*

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**Directorate:** Growth, Environment and Transport  
**Unit/Section:** North West Kent Countryside Partnership  
**Grade:** KR5  
**Responsible to:** Partnership Manager

#### **Job Purpose**

- To assist partnership staff with the development and implementation of environmental projects in addition to taking the lead with selected projects.
- To produce publicity material and to liaise with local communities and authorities to develop the work of the partnership.
- To deliver environmental education and nature-based community engagement activities.
- To work with and develop opportunities for volunteers.

#### **Accountabilities**

1. To provide practical support for countryside management work delivered by the partnership
2. Providing administration support for projects.
3. To assist in generating publicity material and maintaining records for the partnership.
4. To supervise volunteers on practical environmental projects for the partnership.
5. To devise, develop and deliver events using local green spaces
6. To take the lead on developing and delivering small projects which could include biodiversity, health & wellbeing, community and school environmental projects.
7. To assist the Partnership Manager and other partnership staff in ensuring Health and Safety policy is implemented at all times.
8. The ability to use partnership vehicles to transport people and tools and access remote sites.
9. Ability to demonstrate work as part of a team with a wide range of people
10. Managing small projects to ensure delivery and budget control.

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.

## Kent County Council

### Person Specification: *Assistant Partnership Officer – North West Kent Countryside Partnership*

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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.

	<b>CRITERIA</b>
<b>QUALIFICATIONS</b>	Academic qualification in a related field or subject
<b>EXPERIENCE</b>	<ul style="list-style-type: none"><li>• Experience in co-ordinating and implementing a variety of countryside projects.</li><li>• Experience of working with communities on environmental projects.</li><li>• Experience as a volunteer in relevant countryside work</li><li>• Able to manage small budgets as delegated.</li><li>• Experience of publicity production and promotion. For example press releases, leaflets, events and talks to small audiences.</li></ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"><li>• Take the lead in small projects and assist in larger projects.</li><li>• Demonstration of practical countryside management skills.</li><li>• Demonstration of simple project management skills within a work environment.</li><li>• Ability to manage partnership resources as delegated.</li><li>• Ability to communicate with a variety of organisations and individuals.</li><li>• Able to deliver good quality reports and presentations.</li><li>• Able to demonstrate innovation.</li><li>• Computer literate - Word, PowerPoint, Excel</li><li>• Ability to drive partnership vehicles to transport people and equipment and access remote sites.</li><li>• Ability to lead volunteers.</li></ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"><li>• Working knowledge of local countryside management issues.</li><li>• Knowledge of Health and Safety practices.</li><li>• Awareness of countryside management and issues</li><li>• Understanding of the benefits of urban green spaces</li></ul>
<b>PERSONAL QUALITIES</b>	<ul style="list-style-type: none"><li>• Flexibility – able to work some evenings and weekends</li><li>• Willingness to learn new skills</li><li>• Motivation and ability to work within a team as well as using own initiative</li></ul>
<b>BEHAVIOURS AND KENT VALUES</b>	<p><b>Kent Values:</b></p> <ul style="list-style-type: none"><li>• We are brave. We do the right thing, we accept and offer challenge</li><li>• We are curious to innovate and improve</li><li>• We are compassionate, understanding and respectful to all</li><li>• We are strong together by sharing knowledge</li></ul>

	<ul style="list-style-type: none"><li>• We are all responsible for the difference we make</li></ul>
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