



## **KENT DOWNS AREA OF OUTSTANDING NATURAL BEAUTY UNIT Darent Valley Landscape Partnership Scheme**

<b>Job title:</b>	Countryside Access Officer – Darent Valley Landscape Partnership Scheme (DVLPS)
<b>Directorate:</b>	Growth, Environment and Transport
<b>Grade:</b>	KR8 (Part-Time 2 days a week) 12-month contract initially
<b>Responsible to:</b>	Countryside Manager (DVLPS)
<b>Job Purpose:</b>	Support the Countryside Manager to deliver the Darent Valley Exploration Theme of the Heritage Funded Darent Valley Landscape Partnership Scheme and support access elements of the scheme's other themes.
<b>Background:</b>	<p>The visionary Victorian landscape artist, Samuel Palmer, described the Darent Valley as an 'earthly paradise'. Today, it remains a beautiful rural landscape located mostly within the Kent Downs Area of Outstanding Natural Beauty (AONB). Your work will focus on delivering projects enabling people to sustainably access, enjoy and explore the natural and cultural heritage of the Darent Valley.</p> <p>The role will involve working with team members and colleagues that have archaeology, art, culture, interpretation and education specialisms to ensure the successful delivery across all five of the DVLPS themes. This will be achieved through advocacy, development of partnerships, co-ordination of delivery partners and direct delivery using contractors.</p>

### **Main areas of focus:**

- Co-ordinate and deliver physical improvements to the Darent Valley Path and linking routes to deliver the aspiration of a traffic-free walking and cycling route from 'source to Thames'.
- Co-ordinate and support the work of the Darent Valley Path Working Group to enable a collaborative community approach to improving the path.
- Manage and deliver the 'Community Local Landscape Trails' project as part of the Interreg Channel 'Experience' project.

- Support access related work across the other four DVLPS themes of 'Inspiration', 'Historic', 'Natural' and 'Learning'.

### **Main duties and responsibilities:**

- Support the Countryside Manager to deliver the targets, objectives and projects within the 'Exploration' theme in the Landscape Conservation Action Plan.
- Co-ordinate the Darent Valley Path Working Group to enable partners and stakeholders to have a direct and focused input to DVLPS activity.
- Work with landowners, local authorities and the Environment Agency to increase public access to the River Darent along the Darent Valley Path and to all parts of the valley, working closely with the Kent Countryside Access Improvement Plan.
- Develop briefs, tendering and managing work for contractors and consultants to deliver projects on time and to budget.
- Co-ordinate, oversee and support delivery partners in the delivery of the scheme's outputs and outcomes.
- Ensure that access projects integrate with other projects in other programmes across the scheme and support other team members in their work.
- Support the DVLPS Manager to report to the Partnership Board on scheme progress and activity; and contribute to the reporting, claims and evaluation to NLHF and other funding partners.
- Ensuring that all activities are carried out in a proper and accountable manner according to the financial and health and safety requirements of the Kent County Council as well as other funding partners such as the NLHF and ERDF. Providing delivery information to the Scheme Manager to allow regular reporting to these funders and the Partnership Board.
- Supporting other members of the DVLPS team, delivery partners and others to develop a sustainable legacy for the scheme.
- Ongoing identification of project development opportunities to achieve DVLPS aims and objectives.
- Any other duties that may be identified by the DVLPS Manager to support the delivery of DVLPS aims and objectives.

**This post is initially a fixed term 12-month contract. You will be based with a small friendly team in a beautiful, converted barn in the heart of Palmer Country in Shoreham in the countryside near Sevenoaks.**

**Secondment and other flexible working options will be considered.**

**As a member of the Kent Downs AONB Unit you will be employed through Kent County Council and benefit from KCC pay scales and conditions.**



## Kent County Council

### Person Specification: Access Officer

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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.

	CRITERIA
<b>QUALIFICATIONS</b>	Higher National Diploma qualification or equivalent in an access or countryside management related subject.
<b>EXPERIENCE</b>	<p>Successfully work with a wide range of communities and partnerships to deliver access management projects.</p> <p>Tender preparation and assessment.</p> <p>Managing volunteers, partner organisations, contractors and consultants effectively to deliver project outputs.</p> <p>Collating information, report writing and making recommendations for action, and reporting back on work progress.</p> <p>Providing accurate financial forecasts, budgets and accounts, and ensuring project expenditure delivers on time and to budget.</p>
<b>SKILLS AND ABILITIES</b>	<p>A self-starting and motivated individual, able to take the initiative, organise and manage multiple projects, and work autonomously.</p> <p>Proven ability and confidence to build networks and work with partners from a wide variety of backgrounds, including communities and landowners.</p> <p>Excellent communicator willing to work in an integrated way to achieve beyond immediate programme responsibilities.</p> <p>Innovation and adaptability – looking for alternative solutions to problems.</p> <p>Computer literacy (DVLPS uses Microsoft Office 365).</p>

<b>KNOWLEDGE</b>	<p>Countryside access management, including 'Access for All' principles.</p> <p>Awareness of the principles involved in biodiversity, landscape and heritage management.</p> <p>Role of communities in supporting and delivering access and enhancement projects.</p> <p>Basic understanding of the use and applications of GIS software.</p>
<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> <li>• We are all responsible for the difference we make</li> </ul>