

Kent County Council

Job Description: *Kent High Weald Partnership Officer*

Directorate:	Growth, Environment and Transport
Unit/Section:	Environment, Planning & Enforcement
Grade:	KR7
Responsible to:	Partnership Manager (Kent High Weald Partnership)

Purpose of the Job:

To implement the aims and objectives of the Kent High Weald Partnership (KHWP), in particular to develop and oversee conservation management enhancements on the Local Nature Reserves and other Greenspaces that KHWP manages. Coordinating community based projects on these sites and creating opportunities for volunteer participation within the Project area. Supporting the delivery of a varied outside education programme.

Main duties and responsibilities:

- Assist the Partnership Manager in promoting, developing and implementing agreed management programmes, enhancements and community involvement on greenspaces within the Kent High Weald Partnership area.
- Develop close links with key partners, including local councils, community and Friends groups, landowners and local businesses to implement the management plans and agreed programmes for the sites.
- Organise and implement the coordination of the regular volunteer and community work programme, including events and newsletter production. This will include transporting equipment in one of our vehicles
- Devise interpretive material for promoting the Borough Council's Local Nature Reserves and other Greenspaces, and the interpretive materials for the project increasing people's understanding, enjoyment and respect for the countryside.
- Take a lead on educational and community projects that focus on Greenspaces in the Project area including delivering Forest School sessions.
- Carry out administrative tasks, appropriate for work areas and general KHWP operations, including the provision of information for monitoring activities, keeping records and reports as required.
- Assist the KHWP Manager in supervising, as required, the Voluntary Field Officers. Monitor their output and assist in identifying their training needs and work programme.
- Identify funding sources and secure financial support for the project work accordingly. Taking individual budget responsibilities as delegated and ensure project work is carried out within the budget limits, meeting targets and timescales.

- Undertake such duties as from time to time may be allotted to you, including assisting other project officers in their particular project work as directed.

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: *Kent High Weald 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	
EXPERIENCE	<ul style="list-style-type: none"> • Experience of a wide variety of conservation management skills, including practical skills and management plans. • Experience of overseeing on-site conservation management operations and the care of Greenspaces, including overseeing the work of contractors and others working on behalf of the Project. • Experience of organising and overseeing the work of volunteers on sites, being able to provide supervision, training and motivation to people from many backgrounds and abilities. • Experience of working with local community groups and young people, including an ability to encourage and help groups to take action to learn about and enhance their local environment. • Experience delivering environmental educational sessions.
SKILLS AND ABILITIES	<ul style="list-style-type: none"> • Confidence to communicate appropriately and effectively with people from a wide variety of back grounds and partner organisations, including young people, landowners, farmers, community organisations, County, Borough and Parish councillors and individual volunteers. • Ability to develop on site interpretation and other information and publicity materials. • Ability to use Microsoft Office applications, email and internet. • Initiative, tact and self-motivation. • Team player and flexible approach to working. • Ability to access remote sites and transport people and tools. • Willingness to work unsociable (weekend/evening) hours on time in lieu basis. • The ability to write clear and concise reports and plans and to manage projects within tight budget and time limits.
KNOWLEDGE	<ul style="list-style-type: none"> • Knowledge and understanding of conservation management principles and ecology. • An understanding of Health and Safety policies.
BEHAVIOURS AND KENT VALUES	<p>Kent Values:</p> <p>Open</p> <p>Invite Contribution and Challenge</p> <p>Accountable</p>