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|  | **POST TITLE:** | Durham Woodland Revival Development Manager |
| 1. **2.** | **POST NUMBER:** |  |
| 1. **3.** | **GRADE:** | 10 (Job Evaluation Ref. No. N9626) |
|  | **LOCATION:** | |  | | --- | | Your normal place of work will be County Hall, Durham.  However; you may be required to work at any council  workplace within County Durham. | |

**5, RELEVANT TO THIS POST:**

**The Post is 15 months fixed term**

**Flexible Working:** Subject to service needs the council’s flexible working policy is applicable to this post

1. **ORGANISATIONAL RELATIONSHIPS:**

The post holder will report to the Environment & Design Manager. Strategic overview, high level influencing and decision making on behalf of the Partnership will be provided by the Partnership Board.

1. **DESCRIPTION OF ROLE:**

Durham Woodland Revival has brought together organisations from the forestry sector to develop woodland habitat networks through better managed forests, new planting and community involvement across four distinct areas of County Durham. Employed by Durham County Council on behalf of the partnership, this post will be responsible for leading the detailed development of a Stage 2 Heritage Lottery Fund application to the Heritage Grants programme. This aims to unlock almost £1million of funding for project work. Working alongside a wide range of stakeholders, from public to private sectors, voluntary and community groups and local landowners, the Development Manager will finalise the details of the scheme and incorporate the agreed programme into and Activity Plan and supporting documents.

1. **DUTIES AND RESPONSIBILITIES *SPECIFIC* TO THIS POST:**

Listed below are the areas of project activity to be delivered:

To maintain effective external relationships with other individuals and partner organisations as appropriate.

Coordinate, manage and deliver the development phase activities and project budget.

Lead on the development and produce the Activity Plan for the partnership.

Prepare a framework for implementation, to include project objectives, monitoring, evaluation and timetable.

Prepare detailed costs including cash flow, spending forecasts and cost breakdown and set out sources of partnership funding.

To manage the project budget including submission of budget claims and reports to the heritage Lottery Fund.

To let and manage contracts in relation to the development of the Stage 2 application to HLF including the Audience Development Plan, and Woodland Management Plans.

Provide coordination across the Woodland Return Partnership by managing the meetings and ensuring key actions are undertaken. This includes programming and preparation and undertaking all necessary reporting.

To identify and develop applications for potential sources of match funding to achieve delivery of the project working closely with partner fundraising teams.

Produce a clear programme of activity for the first year of the delivery phase.

To establish and maintain close links with project partners and communities within the project area including overseeing landowner engagement work with project partners.

To attend all events, activities and meetings required to fulfil the Durham Woodland Revival Development Manager role.

The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by the Head of Service

**9. COMMON DUTIES AND RESPONSIBILITIES:**

9.1 **Quality Assurance**

To set, monitor and evaluate standards at individual, team performance and service quality so that the user and the Service’s requirements are met and that the highest standards are maintained.

To establish and monitor appropriate procedures to ensure that quality data are reported and used in decision making processes and to demonstrate through behaviour and actions a firm commitment to data security and confidentiality as appropriate.

9.2 **Communication**

To support the team communications systems ensuring that the Service’s procedures, policies, strategies and objectives are effectively communicated to all team members.

9.3 **Professional Practice**

To ensure that professional practice in the team is carried out to the highest standards and developed in line with the Service’s stated objectives of continual improvement in quality of its service to internal and external customers.

9.4 **Health and Safety**

Manage health and safety in their area of responsibility in accordance with the relevant section(s) of the Corporate/Service Health and Safety Policy and to ensure that the Health and Safety policy, organisation arrangements and procedures as they relate to areas, activities and personnel under your control are understood, implemented and monitored.

9.5 **General Management (where applicable)**

To provide vision and leadership to staff within a specialist team, ensuring that effective systems are in place for workload allocation and management, the application of the Authority’s and the Service’s policies and procedures, including those relating to equality, supervision and appraisal and all aspects of their performance, personal development, health and welfare.

9.6 **Financial Management (where applicable)**

To manage a designated budget (as required) ensuring that the Service achieves value for money in all circumstances through the monitoring and control of expenditure and the early identification of any financial irregularity.

9.7 **Appraisal**

All members of staff will receive appraisals and it is the responsibility of each member of staff to follow guidance on the appraisal process.

9.8 **Equality and Diversity**

As an organisation we are committed to promoting a just society that gives everyone an equal chance to learn, work and live free from discrimination and prejudice.  To ensure our commitment is put into practice we have an equality policy which includes responsibility for all staff to eliminate unfair and unlawful discrimination, advance equality of opportunity for all and foster good relations.

       These policies apply to all employees of Durham County Council.

9.9 **Confidentiality**

All members of staff are required to undertake that they will not divulge to anyone personal and/or confidential information to which they may have access during the course of their work.

All members of staff must be aware that they have explicit responsibility for the confidentiality and security of information received and imported in the course of work and using Council information assets. The Council has a Personal Information Security Policy in place.

9.10 **Induction**

The Council has in place an induction programme designed to help new employees to become effective in their roles and to find their way in the organisation.

**Person Specification: Woodland Return Development Officer (Grade 10)**

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| **Criteria** | **Essential** | **Desirable** | **Method of Assessment** |
| **Qualification** | * Degree or equivalent. | * Membership of appropriate professional body | Application form  Selection Process  Pre-employment checks |
| **Experience** | Significant experience of;   * Experience of producing HLF grant applications * developing and managing large and complex multi-partner programmes. * organising and preparing funding applications and writing business plans. * influencing and developing effective working relationships with a wide group of stakeholders, including private, public and voluntary sector organisations and individuals. * managing budgets and cash flow and submitting financial reports. * negotiating and managing contracts. * writing detailed reports. | * Experience of working on HLF funded projects. * Experience of working with farmers and landowners. * Experience of engaging the business community in heritage projects. * Successful track record in securing funding to deliver heritage projects. * Experience of forestry operations. | Application form  Selection Process  Pre-employment checks |
| **Skills/Knowledge** | * Knowledge of HLF grant schemes. * An understanding of the general principles of natural, cultural and historical heritage conservation and management. * Knowledge of landscape scale approaches to the protection and enhancement of heritage. * Excellent project/programme planning skills. * Excellent verbal and written communication skills. * Excellent attention to detail, especially proof-reading. * Good leadership and partnership working skills. * Demonstrable ability to manage, prioritise and deliver against multiple work streams. * Work history that demonstrates ability to work independently and as part of a multi-disciplinary team. * Excellent ICT skills. * Highly numerate. * Demonstrable ability to build effective relationships with stakeholders and volunteers. * Must be able to work outside of normal working hours. | * An understanding of two or more or the following;  1. Principles of ecology and their application to nature conservation, particularly woodland management; 2. Understanding of rural issues, including agricultural practices; 3. Knowledge of environmental management grant schemes and funding sources available for natural heritage; 4. Knowledge of the species, habitats and nature conservation issues of the Durham Woodland Revival areas; 5. Knowledge of the cultural and social history and historic environment of the Durham Woodland Revival areas. | Application form  Selection Process  Pre-employment checks |
| **Personal Qualities** | * Excellent communicator * Highly motivated and able to motivate others * Adaptable and resilient * Enthusiastic and inspiring |  | Application form  Selection Process  Pre-employment checks |