**JOB DESCRIPTION**

**REGENERATION & NEIGHBOURHOODS**

**JOB TITLE:** Local Access Forum Development Officer

**DIVISION:** Neighbourhoods

**GRADE:** Band 7

**RESPONSIBLE TO:** Countryside Access Officer

**POST REFERENCE:**  101506

**Purpose of Post**

To support the Tees Valley Local Access Forum (TVLAF) by coordinating advice and guidance on the development, management and promotion of access locally, regionally and nationally, for walkers, cyclists and horse riders.

**Key Relationships**

The post will be responsible to the Countryside Access Officer and TVLAF Chair. Key relationships will also include the Local Authority partner Officers and other external agencies such as Natural England.

**Main Duties and Responsibilities**

1. Support the Countryside Access Officers and TVLAF Chair in the development, coordination and administration of the Forum
2. Work in partnership with the four partner Local Authorities (Darlington, Hartlepool, Middlesbrough and Stockton) and their Access Officers to provide a coordinated service including the development of their Rights of Way Improvement Plans (RoWIP) and the development of an overarching Tees Valley wide RoWIP for use by the Combined Authority.
3. Work closely with the Planning Services across the four local authority areas, providing comments on planning applications, Local Plans and Supplementary Planning Guidance consultations, in the delivery of statutory Local Access Forum functions.
4. Work in partnership with local, regional and strategic agencies to develop access initiatives, including cyclists, equestrians, walking groups, local landowners, the public, developers and ‘Friends of’ groups.
5. Liaise with the TVLAF Chair, Vice Chairs and forum members to prepare for quarterly meetings, circulating agendas and minutes via email and web-based downloads and inviting guest speakers to meetings. There will also be the need to occasionally organise and facilitate TVLAF workshops.
6. Ensure all partners are kept up to date with rights of way/access legislation/changes and keep the TVLAF library of information updated to ensure that the TVLAF remains compliant with all Local Access Forum Regulations.
7. Provide consultation responses on behalf of the Forum and respond to all relevant statutory consultations from Central Government and other relevant access bodies such as Natural England
8. Monitor budgets and process member’s expense and subsistence claims and manage the Heritage & Countryside’s day to day Integra processing requirements.
9. Write and publish the Forum Annual Report and quarterly Newsletter to promote the work of the Forum across the Tees Valley and beyond
10. Recruit, induct and train new Forum Members, to a level where they are aware of current rights of way legislation and forum operation.
11. Seek funding opportunities to assist with financing the post and assist with funding bids for relevant projects where appropriate.

**Other duties**

1. Any other duties which might reasonably be allocated and required by the Heritage & Countryside Section.

Changes

Over time Council services change and develop. This can impact upon the main duties and responsibilities of the role, and subsequently the post holder, who will be required to adapt. Any changes will be appropriate to the grading of the post and will be made in discussion with the post holder.

Date: 15th November 2018

**HARTLEPOOL BOROUGH COUNCIL IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS. IF THIS POST IS SUBJECT TO SAFER RECRUITMENT MEASURES THEN A DISCLOSURE AND BARRING SERVICE (DBS) CHECK WILL BE REQUIRED.**