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| **Job Description** | |
| **Post title** | Conservation Officer |
| **JE Reference No** | N10500 |
| **Grade** | 10 |
| **Service** | Neighbourhoods & Climate Change |
| **Service Area** | Environment - North Pennines AONB Partnership |
| **Reporting to** | Fellfoot Forward Scheme Manager |
| **Location** | Your normal place of work will be Hallbankgate and Stanhope, but you may be required to work at any Council workplace within County Durham. |
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| **DBS** | This post **is not** subject to a disclosure. |
| **Flexitime** | This post **is** eligible for flexitime. |
| **Politically restricted** | This post **is not** designated as a politically restricted post in accordance with the requirements of Section 1(5) of the Local Government and Housing Act 1989 and by regulations made from time to time by the Secretary of State. |

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| **Description of role** |

Fellfoot Forward is led by the North Pennines AONB Partnership and delivered by a partnership of local organisations and communities. Through a scheme of projects, Fellfoot Forward will forge creative connections between people and landscape, conserve habitats and key species and celebrate this beautiful area with communities and visitors. The Fellfoot landscape stretches from the Cumbrian fellside of the North Pennines AONB and UNESCO Global Geopark to the River Eden and runs north from Melmerby to Hallbankgate. Fellfoot Forward is a Landscape Partnership Scheme supported by the National Lottery Heritage Fund.

This role will lead on nature conservation and species recovery initiatives within the Fellfoot Forward scheme. The officer will work with farmers, landowners, contractors and volunteers to realise the scheme’s aspirations for moorland restoration, woodland creation, hedgerow restoration and natural flood management, delivered in partnership with organisations such as RSPB, Eden Rivers Trust, The Farmer Network and Natural England. The officer will work with local communities to facilitate wildlife survey, recording and small conservation/species recovery initiatives by recruiting and supporting volunteers, youth and education groups.

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| **Duties and responsibilities** |

* To support the delivery of the Fellfoot Forward Landscape Partnership Scheme, on behalf of the North Pennines AONB Partnership.
* To lead on elements of the Scheme relating to conservation and nature recovery.
* To support work relating to heritage access and interpretation.
* To work with land managers and to supervise contractors where they are appointed projects within the officer’s main areas of responsibility.
* To establish and maintain close links with project partners.
* To recruit and manage volunteers.
* To attend Advisory Board meetings and, when required, to report on activities to partners at these meetings.
* To ensure appropriate expenditure on elements of the programme within your remit.
* To report, as required, to relevant bodies of the North Pennines AONB Partnership and its partner authorities on issues and action in the North Pennines AONB for which the postholder is taking the lead.
* To help to ensure that action undertaken within the AONB is consistent with and complementary to the purpose of AONB designation/UNESCO Geopark status.
* To undertake other duties as required, consistent with the responsibility level of the post, as directed by the Fellfoot Forward Landscape Partnership Scheme Manager.

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| **Organisational responsibilities** |

* **Values and behaviours**

To demonstrate and be a role model for the council’s values and behaviours to promote and encourage positive behaviours, enhancing the quality and integrity of the services we provide.

* **Smarter working, transformation and design principles**

To seek new and innovative ideas to work smarter, irrespective of job role, and to be creative, innovative and empowered. Understand the operational impact of transformational change and service design principles to support new ways of working and to meet customer needs.

* **Communication**

To communicate effectively with our customers, managers, peers and partners and to work collaboratively to provide the best possible public service. Communication between teams, services and partner organisations is imperative in providing the best possible service to our public.

* **Health, Safety and Wellbeing**

To take responsibility for health, safety and wellbeing in accordance with the council’s Health and Safety policy and procedures.

* **Equality and diversity**

To promote a society that gives everyone an equal chance to learn, work and live, free from discrimination and prejudice and ensure our commitment is put into practice. All employees are responsible for eliminating unfair and unlawful discrimination in everything that they do.

* **Confidentiality**

To work in a way that does not divulge personal and/or confidential information and follow the council’s policies and procedures in relation to data protection and security of information.

* **Climate Change**

To contribute to our corporate responsibility in relation to climate change by considering and limiting the carbon impact of activities during the course of your work, wherever possible.

* **Performance management**

To promote a culture whereby performance management is ingrained and the highest of standards and performance are achieved by all. Contribute to the council’s Performance and Development Review processes to ensure continuous learning and improvement and to increase organisational performance.

* **Quality assurance (for applicable posts)**

To set, monitor and evaluate standards at individual, team and service level so that the highest standards of service are delivered and maintained. Use data, where appropriate, to enhance the quality of service provision and support decision making processes.

* **Management and leadership (for applicable posts)**

To provide vision and leadership to inspire and empower all employees so they can reach their full potential and contribute to the council’s values and behaviours. Managers and leaders must engage in personal development to ensure they are equipped to lead transformational change; always searching for better ways to do things differently to meet organisational changes and service priorities.

* **Financial management (for applicable posts)**

To manage a designated budget, ensuring that the service achieves value for money in all circumstances through the monitoring of expenditure and the early identification of any financial irregularity.

*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 your manager.*

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| Person specification | | |
|  | Essential | Desirable |
| Qualifications | * Degree or equivalent, in an environment, ecology or land management related subject OR substantial experience in relevant fields of study and work. | * Considerable experience relating to the natural environment and conservation. |
| Experience | * Successful working on multi-partner projects relating to conservation and nature recovery * Providing 1:1 advice with farmers and land managers to achieve conservation objectives such as woodland creation, woodland management, hedgerow restoration and soil conservation. * Managing contractors. * Project and budget management. * Writing detailed reports. * IT software packages such as Excel and Word and ARC GIS. | * Dealing with a broad range of people, but particularly the North Pennines and Eden Valley communities and their representative organisations. * Protected rural landscapes and their management. * Recruitment, supervision and training of volunteers on practical conservation tasks and in citizen science projects. * Implementing Natural Flood Management measures. * Writing, implementing and monitoring management plans and programmes of work. |
| Skills & Knowledge | * Ability to communicate effectively both orally and in writing * Ability to articulate and win support for nature recovery in the Fellfoot Forward landscape * Ability to develop partnerships and co-operation between individuals and organisations. * Ability to undertake work with community groups and local businesses. * Ability to represent the North Pennines AONB Partnership at public and other meetings. * Knowledge of nature conservation and rural issues, particularly those affecting the uplands and surrounding protected area management. | * Well-developed written interpretation skills. * Good photography and video skills in support of social media and website |
| Personal Qualities | * Articulate, presentable, pleasant and capable of making a positive impact on the area and its communities. * Considerable tact and good negotiating skills. * Ability to work using own initiative, to generate ideas and to motivate others. * A highly organised approach to work and a capability to work under pressure of deadlines and a heavy workload. * Ability to develop ideas and present them persuasively. * Self-confidence, reliability and self-reliance and the ability to work without close supervision. * Ability to meet the transport requirements of the post. * Willingness to work outside normal office hours on occasions. | * A personal commitment to and interest in the North Pennines and the Eden Valley. |