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| **Job Description** | |
| **Post title** | Geology Projects Trainee |
| **JE Reference No** | N/A |
| **Grade** | N/A |
| **Service** | Neighbourhoods & Climate Change |
| **Service Area** | Environment – North Pennines AONB Partnership |
| **Reporting to** | Geology Projects Officer |
| **Location** | Your normal place of work will be AONB Office, Stanhope or Bowlees Visitor Centre 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** |

To follow a course of training opportunities with the staff unit and its partners to learn about and contribute to the use of geodiversity to support sustainable development through tourism and education. This is a self-employed role, paid through a training bursary and is fixed term until October 2021.

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| **Duties and responsibilities** |

Listed below are the areas of work in which the trainee will be primarily involved. The main responsibilities of this role will vary depending on the progress of funded programmes and priorities/needs at the time, and may change at short notice and during the appointment.

* Assisting in planning, preparing and delivering a programme or public activities, in person or remotely as appropriate
* Staffing Bowlees Visitor Centre on a regular basis with the support of other staff, including engaging with visitors, giving customer service, and carrying out daily procedures
* Assisted responsibility for developing self-guided trails and activities in paper and digital formats
* Developing an understanding of peatlands and interpreting them in collaboration with the AONB peat team
* Developing and staffing displays and activities at local venues and events as appropriate
* Supporting the planning and delivery of events with visually impaired people, with the support of colleagues and specialists
* Working with volunteers to lead and develop events such as guided walks
* Involvement in the UK Forum for UNESCO Global Geoparks and other relevant training opportunities
* Input to the development of future projects and funding applications
* Research, evaluation and administration for the above activities

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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 | * A degree or equivalent in Earth Science/Geology | * First Aid certificate |
| Experience | * Working as part of a team * Working independently and managing own time | * Working with the public * Engaging with children/young people * Working outdoors |
| Skills & Knowledge | * Knowledge of geoheritage * Ability to communicate effectively verbally and in writing * Ability to explain complex subjects in an accessible and engaging way * Competent in Microsoft Office | * Knowledge of protected landscapes and Geoparks * Knowledge of countryside issues * Presentation skills * Design/artistic skills |
| Personal Qualities | * Interest in gaining skills and experience of work in geoheritage interpretation * A strong desire to share a passion for geoheritage with others * Ability to work using own initiative * An organised approach to work * Reliability and self-reliance * Flexible and adaptable to changing situations * Willingness and ability to work outside normal office hours on occasions * Access to a car or access to a means of mobility support to meet demands of the post in remote areas (if driving must have a current valid driving licence and appropriate insurance) | * Determination to complete a demanding programme * A personal interest in the North Pennines |