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| **Job Description** |
| **Post title** | Nature Restoration Trainee |
| **JE Reference No** | N/A |
| **Grade** | Bursary payment - £9.62 per hour |
| **Service** | Neighbourhoods & Climate Change |
| **Service Area** | Environment – North Pennines AONB Partnership |
| **Reporting to** | Fellfoot Forward Scheme Manager / High Helbeck Conservation Officer |
| **Location** | Your normal place of work will be either the North Pennines AONB Office, Stanhope / Hallbankgate Hub / High Helbeck Estate, Brough 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. There is a requirement to work outside of normal working hours as necessary. |
| **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** |

A trainee post which will follow a course of conservation training with our staff unit and our partners.

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| **Duties and responsibilities** |

Please refer to the two projects for information about specific trainee responsibilities.

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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 | * Level 3 qualificiation in a subject related to conservation of the natural environment and/or land management
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| Experience | * Volunteering or work experience in nature conservation or agriculture
* Working as part of a team
* Confidently communicating with a wide range of people
* Working outdoors
* Working independently and managing own time
 | * Determination to complete a demanding training course
* Volunteer management
* A flexible approach to work patterns sometimes in harsh weather.
* GIS use
* Experience of copywriting for newsletters or similar
* Use of social network or website content management
* Organising events
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| Skills & Knowledge | * Knowledge of wildlife conservation
* Good written and analytical skills
* Ability to communicate effectively verbally and in writing
* Ability to work using own initiative
* Knowledge of countryside issues
* Competent in Microsoft Office
 | * Practical fieldwork skills
* Species Identification skills
* Map reading
* Knowledge of protected landscapes and/or upland farms and estates
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| Personal Qualities | * Interest in gaining skills to work in nature conservation, environmental issues, agriculture or rural issues
* An organised approach to work
* Reliable, confident and a self-starter
* Flexible and adaptable to changing situations
* A positive attitude and a willingness to learn
* Willingness to work outside normal office hours on occasions
* Access to private transport and a current valid driving licence, with appropriate insurance
 | * A personal commitment to and interest in the North Pennines and the Eden Valley.
* An interest in and experience of protected landscapes would be an advantage.
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