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| **Job Description** | |
| **Post title** | Farming & Nature Trainee |
| **JE Reference No** | N/A |
| **Grade** | £9.62 per day (paid via a bursary) |
| **Service** | Neighbourhoods & Climate Change |
| **Service Area** | Environment – North Pennines AONB Partnership |
| **Reporting to** | Tees-Swale: *naturally connected* Farming & Nature Officers |
| **Location** | Your normal place of work will be North Pennines AONB Partnership Office, 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. 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** |

This position will undertake training opportunities with the North Pennines AONB Partnership (and occasionally at the Yorkshire Dales National Park Authority) and its partners to learn about the conservation and management of protected landscapes, predominantly providing support to the Tees-Swale - *naturally connected* programme.

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| **Duties and responsibilities** |

* Assist with the development and delivery of wildlife and nature conservation projects including:
  + Upland hay meadow restoration and grassland conservation
  + Peatland restoration
  + Woodland creation
  + Rush management and breeding waders
  + Wetland/scrape creation
  + Diffuse metal pollution
  + Instream/riparian management
* Develop skills to assist with data entry into Excel spreadsheets, data analysis and ArcGIS mapping.
* Develop skills in engaging with farmers, landowners, contractors and the general public, and assisting with stakeholder engagement.
* Assist with organising and running of the training programme for farmers, landowners and conservationists, including in-person and online.
* Develop activities and oversee training, education and community engagement activities and events at local venues and virtually, as appropriate.
* Assist with and, at times, oversee the organising, training and supervising of volunteers.
* Help with the access and interpretation aspects of the programme.
* Input to the development of future projects and funding applications.
* Research, monitor, evaluate and administration for the above activities, such as (but not limited to) ecological surveys, undertaking interviews/questionnaires with farmers and landowners, collecting feedback from attendees at events.
* Take part in communication activities, such as (but not limited to) contributing to blog posts and social media posts, taking photographs and videos of your activities, and contributing to website content, newsletters and press releases.
* Undertake other duties as required, consistent with the responsibility level of the post, as directed by the Tees-Swale: *naturally connected* Farming and Nature Officers or other staff working on the Tees-Swale programme. 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.

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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 | * NVQ Level 3 (or equivalent) in a subject related to nature conservation, land management, agriculture or ecology, or an expectation of being awarded by March 2021 |  |
| Experience | * Volunteering or work experience in nature conservation or agriculture * Working as part of a team * Working outdoors * Working independently and managing own time * Flexible and adaptable to changing circumstances | * Working with the public * GIS use * Helping with public events * Working outside in harsh weather conditions * Volunteer management |
| Skills & Knowledge | * Basic understanding of land management, countryside issues, agriculture or nature conservation * Skills in data collection and analysis * Ability to work using own initiative * Effective communication, verbally and in writing * Competent in Microsoft Office | * Practical fieldwork skills * Species identification skills * Map reading * Knowledge of protected landscapes |
| Personal Qualities | * Interest in gaining skills to work in nature conservation, environmental issues, agriculture or rural issues * Determination to complete a demanding training course * 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 a car or access to a means of mobility support to meet demands of the post (if driving, must have a current valid driving licence and appropriate insurance) | * A personal commitment to and interest in the North Pennines and/or the Yorkshire Dales * An interest in and experience of protected landscapes and uplands |