

Northumberland County Council

JOB DESCRIPTION

Post Title: AONB Volunteering and Access Officer		Director/Service/Sector: Planning/Conservation/NCAONB		Office Use	
Band: 5		Workplace: tbc		JE ref:	
Responsible to: AONB Officer		Date:		Manager Level: Band 9	
<p>Job Purpose: Working as part of the AONB Partnership staff team to conserve and enhance the special qualities of the Northumberland Coast AONB, with specific responsibility for the coordination, motivation and supervision of volunteers and work relating to recreation and access. The postholder will work with the County Council, parish councils, the local community, landowners and other agencies to deliver the objectives set out in the AONB Management Plan and promote understanding of the AONB designation.</p>					
Resource	Staff	Responsible for managing over 50 volunteers			
	Finance	Small-scale project expenditure (<£10,000)			
	Physical	Use of fleet vehicles			
	Clients	Volunteers, members of the public, visitors, farmers and landowners, Parish Councillors, elected members			
<p>Duties and key result areas:</p> <ol style="list-style-type: none"> 1. Support, motivate and coordinate a team of volunteers within the Coast Care initiative and other groups, implement and supervise volunteer tasks and projects, ensure health and safety of participants 2. Act as a central point of contact for voluntary path and area wardens, reporting issues to relevant officers within NCC and other organisations. 3. Celebrate and communicate the work of the volunteers through social media, press releases and website content 4. Provide advice, guidance and support on countryside management, recreation and access and visitor management issues on behalf of the AONB Partnership 5. Deliver schemes that improve access to the countryside and carry out environmental improvement and conservation projects in conjunction with a range of partners 6. Identify, create and deliver partnership working across an extensive range of internal and external stakeholders 7. Manage and mitigate the impact of increasing visitor numbers on the special qualities of the AONB 8. Maintain up-to-date knowledge of countryside and access management issues, legislation and working practices to be able to advise and guide internal and external stakeholders 9. Contribute and support the work of the AONB Partnership and staff team <p>The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.</p>					
Work Arrangements					
Transport requirements:		Travel to work sites, area offices, meetings or other venues throughout the County and region and further afield on occasion.			
Working patterns:		May include weekends and evenings. A split of office and outdoor, site-based work.			
Working conditions:		Both indoors in an office environment and working outdoors in all weathers and remote locations			

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PERSON SPECIFICATION

Post Title:	Director/Service/Sector:	Ref:
Essential	Desirable	Assesses by
Qualifications and Knowledge		
<ul style="list-style-type: none"> • A qualification equivalent to HNC level 4 in countryside management or an equivalent discipline. • Good understanding of legislative framework for countryside and access management • A good working understanding of recreation and access management, nature conservation and historic environment policy and practice particularly in relation to coastal environments. • An understanding of health and safety legislation and good practice. 	<ul style="list-style-type: none"> • Experience of working in a designated landscape 	A, I, R
Experience		
<ul style="list-style-type: none"> • Coordination, supervision and support of volunteers • Developing and implementing volunteer work programme, writing role descriptions and risk assessments • Collaborative working with stakeholders to deliver access objectives • Practical application of a range of countryside management techniques 	<ul style="list-style-type: none"> • Community engagement and consultation • Application of legislative framework for countryside and access management 	A, I
Skills and competencies		
<ul style="list-style-type: none"> • Creative and imaginative approach to problem-solving • Practical countryside management skills and qualifications • Excellent communication skills and the ability to interact with a broad audience, including members, senior officers, parish councillors, farmers and landowners, and use a wide variety of media. • Ability to work as part of a team but also to work with limited supervision, managing their own workload and using their initiative to an appropriate degree. • Excellent administration skills. • Very strong organisational, logistical, problem solving and people-management skills. • Competent in the use of Office 365 and other IT packages • Full driving licence and access to own vehicle 	<ul style="list-style-type: none"> • GIS • Problem solving, negotiation and dealing with conflict • Experience of administrating a volunteer contact database and setting work programmes 	A, I

Physical, mental, emotional and environmental demands		
<ul style="list-style-type: none"> • Public consultation could result in potential conflict as a result of competing interests • Working outdoors supervising groups of volunteers in challenging environments and weather conditions. • Adherence to strict framework of risk assessments and procedures • Lengthy periods of concentration required. • Ability to remain calm and logical in stressful and challenging situations, when managing volunteers working at several locations on the coast. 		A, I
Motivation		
<ul style="list-style-type: none"> • Highly motivated to conserve and enhance the special qualities of the Northumberland Coast AONB • Driven to provide volunteers with a rewarding volunteer experience • Motivated to improve access for all to the Northumberland Coast 		I
Other		
Full driving licence Access to a car than can be used for work purpose	B+E Entitled licence	A

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits