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| **Job Description** | |
| **Post title** | Community Engagement Officer – (Teesdale) |
| **JE Reference No** | N10740 |
| **Grade** | 10 |
| **Service** | Neighbourhoods & Climate Change |
| **Service Area** | Environment – North Pennines AONB Partnership |
| **Reporting to** | TeesSwale Programme Manager |
| **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** subject to an Enhanced disclosure (Child Barred List). |
| **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** |

This post will lead on the engagement (including education) elements of the ‘Tees-Swale’ programme on behalf of the North Pennines AONB Partnership and the Yorkshire Dales National Park Authority.

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| **Duties and responsibilities** |

* To work with predominantly urban youth groups outside the programme area to develop learning about the natural and cultural heritage of the Tees-Swale area
* To prepare for and deliver a primary and secondary schools education programme to develop learning about the natural and cultural heritage and to celebrate the work of the programme.
* To develop and deliver engagement activities, including family events, that are appropriate to the audience and
* To encourage connection and repeat visits to the area
* To help to ensure that action undertaken within the AONB and National Park is consistent with and complementary to the purposes of designation / North Pennines UNESCO Geopark status.
* To establish and maintain close links with project partners and community groups
* To recruit, train and manage engagement volunteers to assist with the delivery of the programme.
* To ensure appropriate expenditure on elements of the programme within your remit.
* To ensure that action undertaken is consistent with and complementary to the purpose AONB designation/UNESCO Global Geopark status.
* To supervise such contractors as may be appointed to develop specific projects within the officer’s main areas of responsibility.
* To undertake other duties as required, consistent with the responsibility level of the post, as directed by the Tees-Swale; naturally connected Programme 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, interpretation, land management related subject   OR   * Substantial experience of working in a similar role | * Qualifications in teaching or youth work. |
| Experience | **Significant experience of:**   * Successful working on multi-partner projects relating to learning about natural beauty/heritage. * Developing and delivering informal and formal education programmes for primary and secondary school children and young people. * Delivering programmes of learning and / or engaging with young people’s groups in the outdoors * Organising small events. * Project and budget management. * IT software packages such as Excel and Word. | **Experience of:**   * Working with a broad range of people in a rural upland setting, but particularly the North Pennines or Yorkshire Dales communities and their representative organisations. * Working closely with members of local communities on interpretation projects. * The implementation, monitoring and evaluation of programmes of work. * Leading volunteers in practical outdoor tasks. * John Muir Award and Duke of Edinburgh Award schemes * Managing a member of staff |
| Skills & Knowledge | * Ability to communicate effectively both orally and in writing * Ability to develop partnerships and co-operation between organisations and individuals. * Ability to form relationships and build trust with community groups inside and outside the project area * Ability to undertake work with community groups and to represent the AONB Partnership at public and other meetings. * Ability to enthuse and inspire unengaged young people, leading to behaviour and/or mindset change * Knowledge of the National Curriculum and potential links to uplands and conservation * Knowledge of barriers to engagement with the natural environment | * Ability to recruit, motivate and manage volunteers. * Knowledge of natural beauty conservation and rural issues, including those affecting the uplands and those surrounding protected area management. * Knowledge of High Nature Value farming * Knowledge of the geological, environmental and cultural history of the North Pennines and the Yorkshire Dales * Knowledge of the needs of the communities and environment in the North Pennines and the Yorkshire Dales * Knowledge of national and local policy initiatives for rural areas, the planning system, rights of way matters and socio-economic issues facing rural areas. |
| Personal Qualities | * Articulate, presentable, pleasant and capable of making a positive impact on the area and communities. * Considerable tact and good negotiating skills. * Ability to work using own initiative, to generate ideas and to motivate others * An 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 Yorkshire Dales, and an interest in upland Protected Landscapes and their conservation |