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| **Job Description** |
| **Post title** | Expanding Horizons Project Trainee |
| **JE Reference No** | N/A |
| **Grade** | £9.62 per hour (paid via a bursary) or current Durham Living Wage |
| **Service** | Neighbourhoods & Climate Change |
| **Service Area** | Environment – North Pennines AONB Partnership |
| **Reporting to** | Expanding Horizons Project Officer |
| **Location** | Your normal place of work will be the AONB Partnership office in Stanhope but you will also be required to travel to various locations within and around the North Pennines as project delivery requires, predominantly in 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 its partners to learn about outdoor education and public engagement, nature connectedness and wellbeing, and improving access and inclusion in a protected landscape setting, predominantly providing support to the NLHF-funded Expanding Horizons project.

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| **Duties and responsibilities** |

* Assist with the development and delivery of a programme for primary schools, including planning and preparing activities and assisting in leading group visits aimed at supporting children’s wellbeing through outdoor experiences and connecting with nature.
* Assist with the development and delivery of events and activities for families, including preschool children and their carers. This will involve some weekend and evening work on occasion.
* Assist with the production of materials to help make visiting key sites in the North Pennines more feasible and enjoyable for people with particular needs, especially young people and people with autism.
* Work with the wider AONB team where appropriate to learn about other areas of work and support other activities such as public events, interpretation and the operation of Bowlees Visitor Centre.
* Research, monitoring, evaluation and administration for the above activities, such as liaising with teachers, volunteers, participants and organisations to plan events, collecting and collating feedback from participants.
* Input to the development of future projects and funding applications.
* 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 Project Officer and other staff members.
* 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 education, communication, heritage, nature conservation, youth work, Earth science, or an expectation of being awarded by (date)
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| Experience | * Volunteering or work experience in working with children or young people, education, nature conservation, heritage management, event management or communications
* Working as part of a team
* Working independently and managing own time
 | * Working with the public
* Helping with public events
* Working outdoors
* Working with volunteers
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| Skills & Knowledge | * Basic understanding of engaging communities, preferably in nature conservation/outdoor recreation/wellbeing issues
* Effective communication, verbally and in writing
* Competent in Microsoft Office
* Ability to work using own initiative
 | * Knowledge of protected landscapes
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| Personal Qualities | * Interest in gaining skills to work in education, community engagement or heritage communication/interpretation
* Determination to complete a demanding training course
* An organised approach to work
* Reliable, confident, personable, sociable 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)
 | * Interest in improving access and inclusivity
* A personal commitment to and interest in the North Pennines
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