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| **Job Description** | |
| **Post title** | Tees-Swale Engagement & Interpretation Trainee |
| **JE Reference No** | N11234 |
| **Grade** | 2 |
| **Service** | Neighbourhoods & Climate Change |
| **Service Area** | Environment – North Pennines AONB Partnership |
| **Reporting to** | Tees-Swale 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 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 sometimes Yorkshire Dales National Park Authority team) and its partners to learn about the community engagement and interpretation 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 community engagement projects, which could include:
* Engagement with schools and youth groups and outdoor centres
* Assisting with planning, running and evaluating engagement events
* Assisting with creating both training, learning and support material for schools and youth group
* Helping with the arts engagement contract
* Assisting with our delivery of the John Muir Award
* Develop skills in engaging with the general public and in particular people under 25, and assisting with stakeholder engagement.
* Assist with the development and delivery of the interpretation project, which could include:
* Helping to scope, design and produce interpretation materials, such as banners, flyers, audio recordings, websites, apps, VR, panels
* Assisting with community engagement to collect natural and cultural heritage stories to share via interpretation materials
* Where appropriate, working with the wider AONB Partnership team and the Farming and Nature team, for instance helping with ecological surveys, tree planting, seed sowing and farmer events
* Spend a day per month at Bowlees Visitor Centre in a customer service role, engaging with visitors
* Develop skills to assist with data entry into Excel spreadsheets, data analysis and GIS mapping.
* Assist with and, at times, oversee the organising of volunteers.
* 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 Tees-Swale: *naturally connected* Programme Manager 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, communications, education, heritage, or an expectation of being awarded by May 2022 |  |
| Experience | * Volunteering or work experience in nature conservation, education, youth groups, heritage management or communications * Working as part of a team * Working outdoors * Working independently and managing own time * Flexible and adaptable to changing circumstances | * Working with the public * Helping with public events * Working outside in harsh weather conditions * Working with or as a volunteer |
| Skills & Knowledge | * Awareness of the barriers to participation in nature conservation / outdoor recreation * Effective communication, verbally and in writing * Competent in Microsoft Office * Ability to work using own initiative | * Knowledge of protected landscapes |
| Personal Qualities | * A desire to enable people to overcome barriers to participation * Interest in gaining skills to work in community engagement or heritage communication/interpretation * Determination and commitment to complete the placement * 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) | * A personal commitment to and interest in the North Pennines and/or the Yorkshire Dales * An interest in and experience of protected landscapes |