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| **Job Description** |
| **Post title** | Parks and Countryside Community Programme Co-Ordinator |
| **JE Reference No** | N11275 |
| **Grade** | Grade 7  |
| **Service** | Neighbourhood and Climate Change  |
| **Service Area** | Environment  |
| **Reporting to** | Parks and Countryside Programme Officer |
| **Location** | Your normal place of work will be Hardwick Park, Sedgefield or Wharton Park, Durham but you may be required to work at other council workplaces within County Durham. |
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| **DBS** | This post **is** subject to a disclosure. |
| **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** |

As Parks and Countryside Community Programme Co-Ordinator the postholder will be managed by the Parks and Countryside Programme Officer and will be required to work across the Parks and Countryside Estate which includes country parks, nature reserves, railway paths, and picnic areas.

The postholder will take a lead role in developing relationships with new and existing community interest groups and partner organisations, and encourage their participation in the development, management, and implementation of Countryside Service projects throughout the County.

The post-holder will be required to identify funding opportunities for these projects, make applications to support their implementation and provide required monitoring and evaluation data.

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| **Duties and responsibilities** |

* In liaison with the Parks and Countryside Programme Officer contribute to annual service and financial plans to provide and implement a comprehensive community engagement programme, supporting Durham County Council’s priorities in ecology, sustainability, and climate change, by achieving social and environmental objectives including access, biodiversity, and conservation outcomes.
* Build relationships with new and existing interest groups and partner organisations to develop a sense of local ‘ownership’ of the sites in their locality.

* Work with Parks and Countryside colleagues to support local members and community groups in their participation in the development, management, and implementation of Countryside Service projects throughout the County.
* With particular emphasis on Area Action Partnerships, assist in the Service’s consultation processes, targeting community stakeholders with an interest in countryside issues.
* Support the Parks and Countryside Programme Officer in identifying potential funding partners. Develop and assist in the creation of new community initiatives and assist in the preparation of community project proposals to funding bodies.
* In liaison with the Parks and Countryside Programme Officer, manage methods of monitoring and evaluating community needs, trends and the community contribution made for all areas of the Service's work, and associated funding applications.
* Undertaken a range of programme related administration tasks, including but not limited to, processing forms, managing funding applications, updating databases.
* Identify and, with the assistance of marketing colleagues, capitalise on opportunities to promote community engagement, including the use of social media and digital platforms.
* Work with other Parks and Countryside staff to develop and deliver events and activities to support wider community engagement, develop the Service, and build community resilience.
* Work with colleagues across the Council and community-involving partner organisations to encourage a joined-up approach to community engagement initiatives.
* Support the Parks and Countryside Programme Officer in the development and production of site signage and interpretation infrastructure appropriate to meet volunteer and community requirements.
* Support the Parks and Countryside Programme Officer in the Service’s approach and evaluation against external accreditation requirements for community engagement.

* Support change and business development opportunities, where appropriate, to ensure the ongoing success of the service.
* Support effective customer service delivery across the service.
* Drive countryside vehicles including a welfare bus and vans, when needed, to support community engagement initiatives and volunteering opportunities across the County.
* This post will require some evening, weekend, and Bank Holiday working for which time off in lieu will be given.

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 the Head of Service.

The generic responsibilities which will be undertaken in support of the above work include the following (if applicable):

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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 5 or equilvalent in a related subject or NVQ 5 with significant relevant experience.
 | * Degree in a related subject.
* Qualification in countryside or community related field.
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| Experience | * Significant knowledge and experience of developing and delivering community projects/programmes.
* Experience and knowledge of completing funding applications and monitoring and reporting against funding requirements.
* Experience and knowledge of working in partnership and achieving shared outcomes.
* Knowledge and experience of countryside issues.
* Experience and knowledge of working with local Members, AAPs or other similar stakeholders.
 | * Experience of marketing and promotion.
* Experience of event planning and delivery in an outdoor setting.
* Experience of managing volunteer training and undertaking volunteer administration tasks.
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| Skills & Knowledge | * Excellent organisational skills.
* Excellent interpersonal and communication skills.
* Report writing skills.
* Ability to initiate and follow up projects.
* Ability to converse at ease with customers and provide advice in accurate spoken English.
* Ability to work to agreed targets/outcomes
* Ability to work to deadlines with minimal supervision.
* Awareness of environmental and current countryside issues.
* Knowledge and use of computer applications and keyboard skills.
* Driver’s licence, ability to drive vans.
 | * Ability to identify flora and fauna.
* Knowledge of current community engagement issues and legislation.
* Knowledge of European Protected Species.
* Knowledge of environmental and countryside legislation, and current issues related to biodiversity and climate change.
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| Personal Qualities | * Relate well to others.
* Able to build relations and establish trust.
* Energetic with a keen interest in community work and protecting the countryside.
* Willingness/ability to work on own initiative and/or as part of a team.
* Confident in making and justifying decisions.
* Ability to deal with confrontation and be assertive when needed.
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