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| **Job Description** | |
| **Post title** | Tees-Swale Farming and Nature Trainee |
| **JE Reference No** | N11233 |
| **Grade** | 2 |
| **Service** | Neighbourhoods & Climate Change |
| **Service Area** | Environment – North Pennines AONB Partnership |
| **Reporting to** | Tees-Swale: Naturally Connected Programme Manager |
| **Location** | The post will be based in Stanhope, County Durham (with flexibility for a degree of home working), and on site in and around Teesdale. |
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| **DBS** | This post **is** 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** |

You will work as part of the Tees-Swale: Naturally Connected team to help deliver a varied and ground-breaking selection of wildlife and nature projects, including upland hay meadow restoration and woodland creation in and around Teesdale.

You will also be enabled and encouraged to influence current and future opportunities to increase this impact, whilst developing your own knowledge and gaining a wide range of skills in conservation and the management of protected landscapes.

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| **Duties and responsibilities** |

The key part of the role is assisting the farming and nature officers with the planning, preparation and delivery of wildlife and nature projects in and around Teesdale, which could include:

* Assisting with the development and delivery of wildlife and nature conservation projects including:
  + Upland hay meadow restoration and grassland conservation
  + Woodland creation
  + Rush management and breeding waders
  + Wetland/scrape creation
  + Instream/riparian management
* Collecting information, taking photographs and conducting evaluation and feedback exercises;
* Developing skills to assist with data entry into Excel spreadsheets, data analysis and ArcGIS mapping;
* Developing skills in engaging with farmers, landowners, contractors and the general public;
* Assisting with the design, organisation and delivery of the training programme for farmers, landowners and conservationists;
* Assisting with and, at times, oversee the organising and supervising of volunteers;
* Supporting the wider delivery of Tees-Swale programme aims such as community engagement and school visits;
* Contributing to the programme communications such as blog post and newsletters;
* Spending a day per month (during opening months) at Bowlees Visitor Centre in a customer service role, engaging with visitors.

Whilst carrying out the role, we are committed to developing your skills and experience throughout the duration of the traineeship. The direction of this development will be steered by not only the needs of the role but in collaboration with you and your individual development aims.

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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 | * Minimum of four GCSEs at A\*–C, or 4–9, or equivalent. | * NVQ Level 3, or A levels, or equivalent, in a subject related to nature conservation, land management, or the environment, or an expectation of being awarded by March 2023 |
| Experience | * Volunteering, work experience or study in nature conservation or agriculture * Working as part of a team * Working independently and managing own time | * Working with the public * GIS use * Working outside in harsh weather conditions * Volunteer management |
| Skills & Knowledge | * Basic understanding of land management, countryside issues, agriculture or nature conservation * Skills in data collection and analysis * Effective communication, verbally and in writing * Competent in Microsoft Office * Ability to work using own initiative | * Practical fieldwork skills * Species identification skills * Map reading |
| Personal Qualities | * Interest in gaining skills to work in nature conservation, environmental issues, agriculture or rural issues * Determination to complete a demanding traineeship * An organised approach to work * 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) | * An interest in, and experience of, the North Pennines and the Yorkshire Dales |