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| **Job Description** | |
| **Post title** | Tees-Swale community engagement trainee |
| **JE Reference No** | N/A |
| **Grade** | Grade 2 |
| **Service** | Neighbourhoods & Climate Change |
| **Service Area** | Environment – North Pennines National Landscape team |
| **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 inspiring education, engagement and community event programme to hundreds of people, including young people, 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 and experience in engagement delivery and conservation.

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| **Duties and responsibilities** |

The key part of the role is assisting the community engagement officers and interpretation officer with the planning, preparation and delivery of community engagement and education projects in and around Teesdale, which could include:

* Assisting with the preparation for and delivery of engagement and education activities with schools, youth groups and community groups in Teesdale and surrounding areas;
* Supporting public engagement events;
* Supporting the delivery of the Creatively Connected arts project within Teesdale;
* Supporting the wider delivery of Tees-Swale programme aims such as meadow restoration and tree planting;
* Assisting with and, at times, overseeing the organisation and supervision of volunteers;
* Assisting with co-creating programmes with schools and community groups, developing bespoke experiences for young people;
* Assisting with organising training events with farmers, landowners, contractors and the general public, and assisting with stakeholder engagement;
* Assisting with the development and delivery of the interpretation project, including helping to produce interpretation materials;
* Developing skills to assist with data entry into Excel spreadsheets, data analysis and GIS mapping;
* Contributing to the programme communications such as blog post and newsletters;
* Spending a day per month 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.

*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, communications, education or heritage, or an expectation of being awarded by March 2024 |
| Experience | * Working or volunteering with the public * Working as part of a team * Working independently and managing own time | * Volunteering or work experience in nature conservation, education, youth groups, heritage management or communications * Working outside in harsh weather conditions |
| Skills & Knowledge | * Basic understanding of engaging communities, preferably in nature conservation/outdoor recreation issues * Effective communication, verbally and in writing * Competent in Microsoft Office * Ability to work using own initiative | * Knowledge of land management or farming |
| Personal Qualities | * Interest in gaining skills to work in community engagement or heritage communication/interpretation * 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 |