

JOB DESCRIPTION & PERSON SPECIFICATION

Director Area: Place

Job Ref Number: 04517

Service Area: Environment

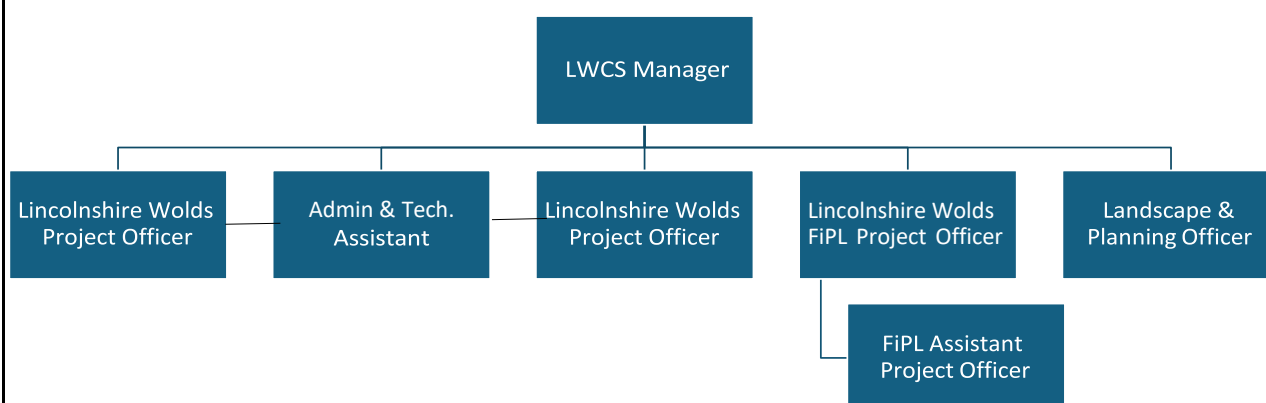
Grade: G8

Job Title: Lincolnshire Wolds Project Officer

PURPOSE OF JOB:

To assist in the co-ordination and partnership delivery of a wide range of activity to help protect, enhance and raise awareness of the Lincolnshire Wolds National Landscape/Area of Outstanding Natural Beauty (AONB) and wider National Character Area. Key roles include assisting in delivering the Local Authorities' statutory duty for the development, implementation, review and promotion of the NL (AONB) Management Plan; taking a lead in developing partnerships and action which implement the accompanying Annual Work Programmes. The post involves working closely with public, private and voluntary sector partners and seeking the support and involvement of local farmers, landowners, land managers, communities and businesses to develop and implement a wide range of projects. Effective collaborative working is essential to deliver positive outcomes for the Lincolnshire Wolds protected landscape with an increasing focus on delivery across the four themes of climate, nature, people and place.

TEAM STRUCTURE:



MAIN DUTIES:

1. To assist and deputise for the Lincolnshire Wolds Countryside Manager in managing the full range of services, staff, resources and partnerships associated with the Lincolnshire Wolds Countryside Service (LWCS) and its work to protect, enhance and promote the Lincolnshire Wolds National Landscape on behalf of the JAC (Joint Advisory Committee).
2. To assist the Lincolnshire Wolds Countryside Manager in preparing, publishing, implementing, monitoring and reviewing the statutory National Landscape/AONB Management Plan in consultation with the JAC Partnership (as required by the Countryside and Rights of Way Act 2000).
3. To work in partnership with a wide range of organisations to coordinate relevant programmes and activities to help secure the National Landscape Vision as per the

	Management Plan and Annual Work Programmes; aiding wider delivery of the national Protected Landscapes Targets and Outcomes Framework.
4.	To promote, manage and monitor a range of LWCS grant schemes, including appraising project proposals and offering recommendations to the independent assessment panel, and where relevant, making decisions on funding applications.
5.	To work closely with the local Rights of Way Teams to coordinate and promote a range of Innovative Access for All projects, collating and reporting key outcomes to Defra.
6.	To organise, promote and coordinate community and local business participation and involvement in the development and implementation of the National Landscape/AONB Management Plan including establishing and developing joint working with the Greater Lincolnshire Local Nature Partnership, Lincolnshire Chalk Streams Project, Love Lincolnshire Wolds/Lincolnshire Wolds Outdoor Festival tourism groups and other relevant community and business forums.
7.	To organise, coordinate and lead events to help raise awareness and interest in the Lincolnshire Wolds National Landscape, Lincolnshire Wolds National Character Area and the wider work of the partnership.
8.	To research, develop and maintain an information base on the National Landscape/AONB to monitor the 'State of the National Landscape/AONB', managing contracts to help assess the character and quality of the protected landscape.
9.	To proactively identify funding opportunities, develop and submit funding bids and oversee project delivery against Management Plan targets, and explore and implement opportunities to secure additional funding from the corporate sector, including via suitable 'green finance' models.
10.	To scope, organise and supervise specialist contracts and recruit, support and coordinate volunteers to aid delivery of the Management Plan and assist its ongoing review.
11.	To provide practical and specialist advice, support and encouragement to landowners, community groups, schools and members of the public on National Landscape matters, usually acting as sole representative.
12.	To support the Lincolnshire Wolds Landscape and Planning Officer in assessing and responding on development control and forward planning matters affecting the Lincolnshire Wolds National Landscape/AONB.
13.	To support the Lincolnshire Wolds Countryside Manager in reviewing and providing formal comments for local, regional and national strategy documents to safeguard and enhance the interests of the Lincolnshire Wolds National Landscape/AONB.
14.	To organise and implement a wide range of promotional and publicity activity for the National Landscape/AONB, to raise its profile locally, regionally and nationally, linking with relevant partner campaigns and initiatives.
15.	To provide secretariat support and guidance to the Lincolnshire Wolds Joint Advisory Committee (JAC) and other associated committees, and provide the lead coordinator role for various Working Groups established by the partnership.
16.	To contribute to the planning, monitoring and control of resources including management of project budgets.
17.	To work with and contribute to the National Landscapes Association and the National Protected Landscapes Partnership activities; responding to information requests, sharing

	advice and promoting best practice regionally and nationally.
18.	To promote, manage and monitor a range of LWCS grant schemes, including appraising project proposals and offering recommendations to the independent assessment panel, and where relevant, making decisions on funding applications.
19.	Liaise with the District Network Operators, landowners and other relevant parties, to jointly identify, develop and promote further undergrounding of powerlines on visual and amenity grounds.
20.	To undertake other duties as required, consistent with the responsibility level of the post and as directed by the Lincolnshire Wolds Countryside Service Manager.

PERSON SPECIFICATION:

Requirements	Where identified*	Essential	Desirable
EDUCATION / QUALIFICATIONS			
Degree or equivalent level qualification in environmental/ land management/rural studies.	A	E	
EXPERIENCE			
A minimum of two years of work experience which applicants can demonstrate is directly related to the duties of the post; including a combination of countryside management, landscape protection, recreation and access, interpretation and community involvement.	A	E	
A proven track record in the planning, coordination, delivery and evaluation of environmental and landscape projects with evidence of a strong commitment to partnership and community working.	A	E	
Successful working with farmers, land managers and other practitioners to achieve conservation objectives, including through agri-environment and woodland management schemes.	A & I	E	
Practical experience of environmental protection and enhancement – inc. a range of habitat assessments, survey, restoration and management.	A & I	E	
The development, implementation, monitoring and review of management plans and programmes of work.	A & I	E	
Contract management including preparation of project briefs / request for quotes and the review of method statements.	A & I	E	
Project and budget management.	A & I	E	
Writing detailed and accessible reports for a wide range of audiences.	A & I	E	
Preparing a range of interpretive materials, press releases, articles and features for website and social media coverage.	A & I	E	

IT software packages such as Excel, Word, QGIS, Earthlight, Magic maps (or similar).	A & I	E	
Practical awareness and understanding of rural businesses and communities in the context of a protected landscape.	I		D
Success in applying for and securing grant support, and wider investment, for environmental and socio-economic projects aiding sustainable rural land management.	A & I		D

Dealing with a broad range of people, but particularly the Lincolnshire Wolds local community and representative organisations.	A & I		D
Significant direct experience of protected landscapes and their management.	A & I		D
Experience of identifying personal training opportunities.	I		D
Knowledge of national and local policy initiatives for rural areas, including environmental and socio-economic issues.	I		D
SKILLS & KNOWLEDGE			
Ability to negotiate and build relationships with farmers, land managers, landowners and other relevant practitioners to enable them to collaborate for making improvements for climate, nature, people and place.	A & I	E	
Ability to communicate effectively both orally and in writing and to articulate and win support for the integrated and sustainable management of the Lincolnshire Wolds National Landscape/AONB, particularly with the farming, landowner and land management community.	A & I	E	
Ability to develop strong partnerships and co-operation between multiple organisations from the public, private and charitable sectors.	A & I	E	
Ability to represent the Lincolnshire Wolds National Landscape/AONB at public events and meetings. .	A & I	E	
Knowledge of current agri-environment and woodland/forestry schemes and emerging opportunities through various land-based support mechanisms e.g. via Defra and other Government agency schemes and programmes.	A & I	E	
Good ecological field skills, particularly relating to mixed lowland farmland habitats.	A & I		D

Knowledge and appreciation of nature-friendly farming in the context of sustainable and regenerative agriculture; the opportunities and challenges.	A & I		D
• Knowledge of natural beauty	A & I	E	

protection and enhancement, rural issues, farming and land management challenges - particularly those affecting the lowlands and protected area management.			
Knowledge of characteristic habitats and species of the Lincolnshire Wolds and wider area of Greater Lincolnshire	I		D
Knowledge and understanding of climate change risk assessments and subsequent options for mitigation and adaptation.	I		D
Knowledge of land management focused businesses and their management.	I		D
Knowledge of the needs of the community and environment in the Lincolnshire Wolds and its wider setting.	I		D
PERSONAL QUALITIES			
Considerable tact, strong relationship building and negotiating skills.	A & I	E	
Ability to inspire trust and to facilitate collaboration - particularly amongst farmers, land managers, community groups and other practitioners.	A & I	E	
Articulate, and capable of making a positive impact on the area and its communities.	I	E	
Ability to work using own initiative, to generate innovative ideas and to motivate others.	A & I	E	
An organised approach to work and a capability to work under pressure of deadlines and a heavy workload.	A & I	E	
Ability to think creatively, to develop innovative ideas and present them persuasively.	I	E	
Demonstrates self-confidence, reliability and the ability to work without close supervision.	I	E	
Ability to meet the transport requirements of the post.	A & I	E	
Willingness to work outside normal office hours on occasions.	A & I	E	

A personal commitment to and interest in the Greater Lincolnshire region and the future of its rural communities.	A & I		D
*A = Application form T = Test/Assessment I = Interview P = Presentation			

GENERAL

The postholder is required to take personal responsibility for contributing to organisational transformation and changes in ways of working, maximising the benefits and efficiencies for both internal and external customers, including the promotion and use of self-service to achieve maximum cost effectiveness.

The postholder is expected to work to the Lincolnshire County Council Core Values and Behaviours and to carry out the duties in accordance with Lincolnshire County Council policies.

Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

Safeguarding - All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Lincolnshire County Council Safeguarding Policy. In addition, employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.

Job Details:	
Job Title	Lincolnshire Wolds Project Officer
Identifier	04517
Director Area	Place
Service Area	Environment
Score	490
Grade	Grade 8

Factor Levels:	
Supervision/Management Of People	3.1
Dispersal Awarded	Yes
Creativity & Innovation	5
Contacts & Relationships	4
Decisions - Discretion	3
Decisions - Consequences	2
Resources	1
Work Demands	3
Physical Demands	2
Working Conditions	1
Work Context	2
Knowledge & Skill	4