

JOB DESCRIPTION & PERSON SPECIFICATION

Director Area: Place	Job Ref Number: 04431
Service Area: Environment	Grade: G6
Job Title: Lincolnshire Wolds Farming in Protected Landscapes Assistant Project Officer	

PURPOSE OF JOB:

To assist in the delivery of the Lincolnshire Wolds National Landscape (LWNL) Farming in Protected Landscapes (FiPL) Project through facilitating grant applications and in ensuring that delivery of projects is compliant with Defra's National Framework for FiPL and can successfully deliver positive outcomes for nature, climate, people and place.

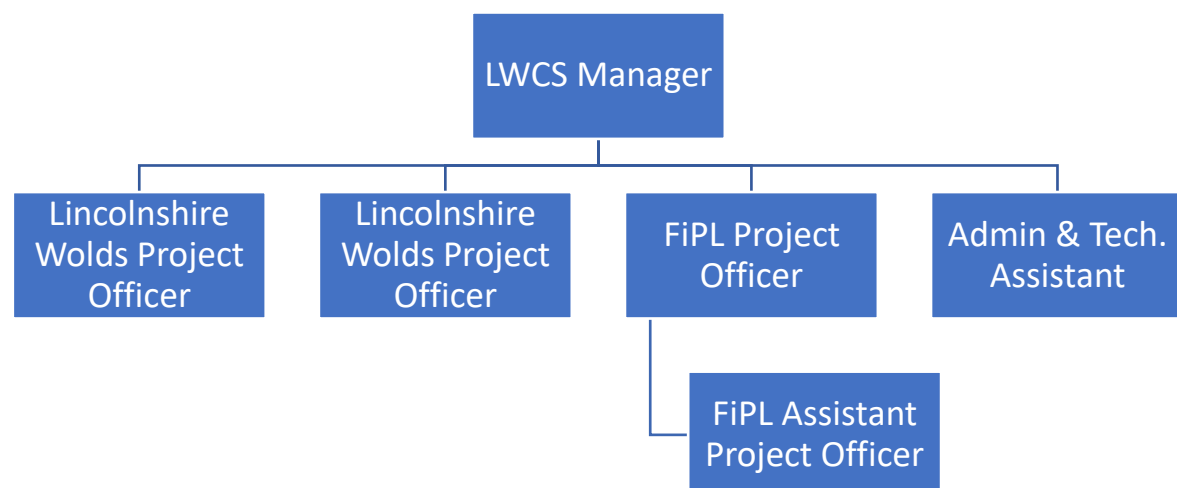
To assist in producing and presenting case studies and reports, ensuring programme deliverables are met and sharing any learning with the wider programme core working group and other Protected Landscape organisations including deputising for the principal FiPL Project Officer as appropriate.

To provide the effective coordination and implementation of the full range of secretariat functions for the programme including financial management, completing the monthly and annual monitoring and reporting, supporting the Local Assessment Panel (LAP), inspecting and making grant offers, agreements and payments.

To lead and deliver high-quality effective communications, firstly of the national FiPL programme to local audiences including farmers, land managers, LWNL partners and Government Departments and, secondly, of the work of the FiPL programme in the National Landscape through social and other media in conjunction with the Lincolnshire Wolds Countryside Service staff team.

The role requires travel within the National Landscape and occasionally further afield for information sharing and training.

TEAM STRUCTURE:



MAIN DUTIES:	
1.	Financial management of multiple funded projects as part of the Farming in Protected Landscapes programme in the Lincolnshire Wolds National Landscape comprising: • To be responsible for processing grant applications and offers, creating reports, summarising project data, monitoring grant offers against budget and providing regular updates on progress towards programme spend. • To work with the LCC Finance Team in implementing appropriate financial management procedures to have oversight of the projected financial position including project orders and incoming and outgoing transactions. To work with Business Support to ensure effective and efficient setting up of, of all client purchase requisitions and invoices and provision of appropriate management information through BW reports to the post holder.. • To develop the grant agreement and grant claims and payment system in line with the Defra guidance including providing support to applicants. • To support reporting and validation checks to Defra, the Rural Payments Agency (RPA) and other bodies where required, ensuring adherence to delivery schedules and other compliance needs.
2.	Lead on the secretariat and governance duties of the Farming in Protected Landscapes programme in the Lincolnshire Wolds National Landscape, including: • Develop relevant protocols and processes to enable monitoring of projects and the wider programme, ensure compliance with external and internal requirements, provide information and contacts for any Defra Programme monitoring and external evaluation. • To communicate with recipients, applicants and potential applicants in relation to the programme and the administration of project grants. • To help set up meetings and prepare papers and minutes for the Local Assessment Panel. • To process panel members' expenses in accordance with the FiPL National Framework. • To process non Business World claims and payments from applicants. • Developing and applying as required the information systems provided by Defra for accurate recording, reporting and interrogation of data.
3.	To provide a technical support role for the Programme, including: arranging meetings; training, events and workshops; taking minutes at Local Assessment Panel meetings; maintain filing systems; assembling reports. Implement use of digital tools to assist in streamlining meetings and minute taking.
4.	To assist in project and programme level evaluation, including reporting to Defra, the Lincolnshire Wolds NL Partnership, and external programme evaluators. Contribute to legacy, lessons learnt and forward planning for the programme.
5.	Working with Defra, Lincolnshire County Council, the Lincolnshire Wolds Countryside Service staff team and the Lincolnshire Wolds FiPL Project Officer to develop and deliver a targeted communications strategy to maximise opportunities for promoting the FiPL programme both locally and nationally to increase the understanding of opportunities and outcomes and encourage potential applicants to apply.
6.	Work with Defra national staff and the FiPL Project Officer on cascading key communications and tailoring them to reflect local circumstances including social media, websites, newsletters (e.g. Higher Ground), press releases and emails.
7.	Work with the FiPL Project Officer to prepare the Annual Review for the FiPL programme on the Lincolnshire Wolds NL and to help provide project case studies to celebrate and share good practice to a wide range of audiences.

8.	To work alongside the FiPL Project Officer in linking, as appropriate, with other bodies and organisations active within and around the Lincolnshire Wolds to maximise interest, engagement and opportunities in the FiPL programme.
9.	Play an active role in the Farming in Protected Landscapes network, which brings together all those working on the programme across Protected Landscapes.
10.	To undertake other duties as required, consistent with the responsibility level of the post and as directed by the Lincolnshire Wolds National Landscape Manager and the FiPL Project Officer.

PERSON SPECIFICATION:

Requirements	Where identified*	Essential	Desirable
EDUCATION / QUALIFICATIONS			
- A-level or equivalent qualification Or, - Equivalent qualification or significant experience which the applicant can show is directly related to the duties of the post.	A	E	-
- Degree or equivalent level qualification in environmental/land management /rural studies Or, - Extensive work experience which applicants can demonstrate is directly related to the duties and demands of the post.	A	E	-
EXPERIENCE			
Significant experience of the following required:			
Supporting the delivery of conservation / rural management projects and programmes through relevant duties and basic communications.	A	E	-
Business systems and practice in a local authority and/or an equivalent public or third sector setting.	A	E	-
Monitoring and overseeing expenditure through local authority and/or an equivalent public or third sector setting.	A	E	-

Secretariat functions inc. grant oversight, scheduling meetings, and taking of accurate minutes.	A	E	-
Collecting, collating and reviewing relevant information to help provide written updates and accessible reports.	A & I	E	-
IT software packages such as Excel and Word.	A	E	-
Some experience in these areas advantageous:			
Engagement in the production and dissemination of reports	A		D
Use of QGIS, Earthlight (or similar spatial mapping software) to manage, digitise, display and analyse information.	A		D
SKILLS & KNOWLEDGE			
Ability to communicate with farmers and land managers in person, on the telephone and via email.	I	E	-
Awareness and practical understanding of environmental projects that can deliver across multiple aims of climate, nature, people and place.	A & I	E	
An interest in and empathy towards the farming community and rural landscapes.	I	-	D
Knowledge and experience in dealing with land management issues in a protected landscape setting would be advantageous.	A & I		D
Experience in providing various communication materials to promote projects to a range of different audiences will be beneficial.	A & I		D
PERSONAL QUALITIES			
Considerable tact, and the ability to manage confidential information relating to grants and projects.		E	-
Self-confident and motivated, with the ability to set targets that are both challenging and achievable.		E	-
An organised approach to work and a capability to work under pressure of deadlines and a competing workload.		E	-

• Ability to meet the transport requirements of the post.		E	-
• Willingness to work outside normal office hours on occasions.		E	-
• A personal commitment to and interest in the Lincolnshire Wolds National Landscape.		-	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.