

JOB DESCRIPTION & PERSON SPECIFICATION

Director Area: Place

Job Ref Number: 04493

Service Area: Environment

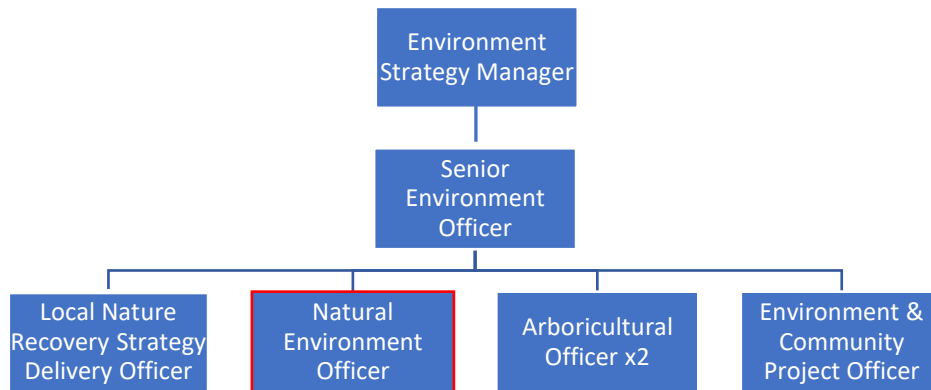
Grade: G8

Job Title: Natural Environment Officer

PURPOSE OF JOB: The promotion, identification, selection and management of projects that encourage and empower local communities to take become actively involved in the care and enjoyment of their natural environment.

The key areas of the role will be:

- Natural Environmental - Deliver initiatives such as biodiversity enhancement, green space development, coastal projects and improvements to nature reserves.
- Community engagement - Work closely with residents, community groups, schools, and stakeholders to involve them in environmental activities and decision-making.
- Project delivery and coordination - Plan, manage, and evaluate projects from concept through to completion, ensuring they meet environmental, social, and funding objectives.
- Support Strategy Development – provide project support assistance to the main Natural Environment strategy documents – such as the Local Nature Recovery Strategy, Biodiversity Net Gain and the Environment Policy.
- Partnership building - Collaborate with local authorities, NGOs, businesses, and volunteers to maximise impact and resources.
- Site Management – The Council has a network of nature reserves and coastal sites that need to be appropriately managed to balance the ecological value of the sites and public access. This will involve monitoring sites, reporting issues and commissioning repairs, improvements, and site management works and ongoing
- Awareness and behaviour change - Promote environmental practices and educate communities on environmental issues.
- Monitoring and reporting - Track outcomes (e.g. biodiversity gains, social benefits) and report on project success and impact.
- Geographical Information Systems – record ecological and access data on to the Council’s GIS. Use the GIS to monitor and review ecological data and public access rights.
- Funding and Income Generation - Identify and secure external funding (e.g. DEFRA and Natural England). Develop innovative financing models (e.g. carbon offsetting, biodiversity credits, sponsorship). Manage funding compliance, reporting, and audit requirements

STRUCTURE CHART:**MAIN DUTIES:**

1	To develop, manage and secure funding for biodiversity projects and schemes, which improve the natural environment for both people and wildlife. Identify specific opportunities for natural environment projects along the coast in Lincolnshire.
2	To establish and take the lead role in partnerships with local authorities, government bodies, voluntary groups and communities for projects and schemes, which improve the natural environment for both people and wildlife.
3	Responsible for the management and promotion of a network of Local Nature Reserves. Review the management plans for the nature reserve sites and develop proposals for projects to improve and enhance the sites.
4	Preparation of management/development plans for countryside sites based on inclusive consultation and liaison with the local communities, local authorities, government bodies, voluntary groups.
5	Recruitment, supervision and management of volunteers for specific natural environment projects. Ensuring that appropriate arrangements are put in place for well managed volunteering projects.
6	Ensuring relevant health and safety requirements are met, particularly for volunteers and visitors.
7	Develop a programme of events that encourage people to find out more about the natural environment. Including practical volunteer conservation projects and training days.
8	Responsible for the identification, creation and review of interpretation and publicity material. Ranging from the development of leaflets and interpretation boards to production of press releases.

9	To prepare work specifications, tender documents and select and manage contractors. Ensure that the County Council's procurement regulations are met when orders are placed.
10	Maintain accurate GIS records relating to habitats, species, land management activities, access routes, and environmental assets to support evidence-based decision making.
11	Support the development of innovative income generation opportunities, including biodiversity credits, carbon offsetting schemes, sponsorship arrangements, and environmental investment programmes.
12	Represent the County Council at external meetings – with local, regional and national natural environment groups.
13	Ensure compliance with grant funding conditions, reporting requirements, audit processes, procurement regulations, and relevant environmental legislation.
14	Identify opportunities to link the County Council owned nature reserve sites into the wider plans for the Greater Lincolnshire Local Nature Recovery Strategy and Biodiversity Net Gain.
15	Prepare reports, presentations, funding updates, and project evaluations for senior management, elected members, funding providers, and external stakeholders.
16	Be a key part of the wider Environment Strategy Team at the County Council and contribute to the environmental programme as and when required.

PERSON SPECIFICATION

Requirements	Where identified*	Essential	Desirable
Education to degree level in a relevant subject such as Countryside with significant experience coastal / countryside matters	A	X	
Post Graduate Qualification in a relevant discipline e.g. Countryside Management	A + I		X
Up to date knowledge of relevant and emerging legislation and policies relating to the environment, ideally of the coast and its hinterland	A + I		X
A track record of leading and managing complex projects including the planning, design, co-ordination, delivery	A + I	X	
Experience of partnership working with numerous organisations and build strong networks	A + I		X
Experience of managing conflicting work demands with multiple objectives, high standard of literacy, report writing and good IT skills, including suite of MS Office applications.	A + I	X	
Practical elementary estate skills	A + I		X
Excellent oral and written communication skills with ability to inspire and motivate others	I	X	
Experience of working with local communities	A + I		X
Knowledge and training in budget management	A + I		X
Knowledge of political structure and decision-making process of local government	A + I		X
Excellent negotiation skills with the ability to influence	A + I	X	
Experience in securing external funding and investment to projects of completing grant applications forms, preparing detailed reports, project proposals and project plans and work programmes	A + I		X
Experience of managing conflicting work demands with multiple objectives, high standard of literacy, report writing and good IT skills, including suite of MS Office applications.	A + I	Y	

Ability to travel on occasion to represent the council at regional and national meetings and conferences	A	X	
Experience of supervising colleagues, volunteers and contractors	A + I		X
Experience of using and applying GIS and database management systems	A + I		X

*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.