

JOB DESCRIPTION & PERSON SPECIFICATION

Director Area: Place	Job Ref Number: 04375
Service Area: Environmental Services	Grade: G6 (click here for value)
Job Title: Community Heritage Officer – Roots of Kesteven	

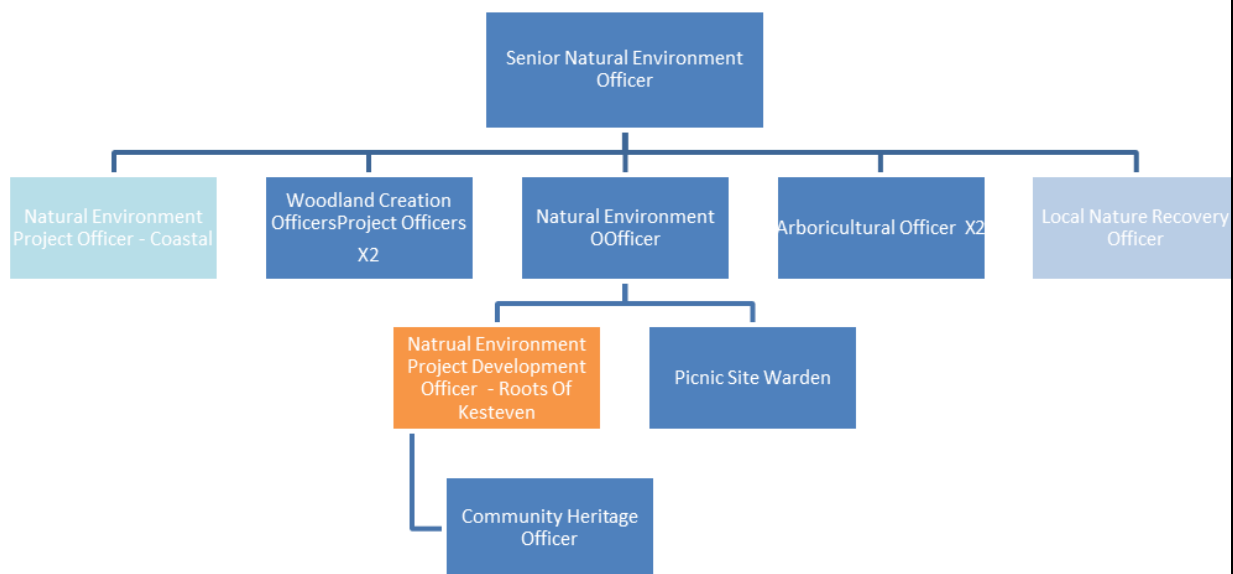
PURPOSE OF JOB:

The Community Heritage Officer will contribute to the delivery of the scoping and feasibility phase of the Roots of Kesteven project, a woodland and heritage initiative.

This role involves partnership working bringing together stakeholders from the public, private, and voluntary sectors. Key responsibilities include commissioning and overseeing and delivering community engagement activities with a focus on heritage, wildlife and countryside access. The officer will also be responsible for collecting project monitoring data, preparing base line reports, promotional material, and social media.

The central focus of the role is to assist in the development of new suite of new initiatives that promote sustainable land management and regeneration, while enhancing public awareness and appreciation of Lincolnshire’s rich historic and natural environment.

TEAM STRUCTURE:



MAIN DUTIES:	
1.	Contribute to the delivery of the Scoping and Feasibility phase of the Roots of Kesteven partnership which is funded by the National Heritage Lottery Fund.
2.	To help formalise and take forward the partnership with local authorities, government bodies, voluntary organisations and communities for projects which improve the natural and cultural environment.
3.	Collect data and information that will be used for monitoring and evaluation of the partnership.
4.	Identify and secure external grant funding especially from the National Lottery Heritage Lottery Fund. Examine and follow up opportunities to link into other relevant projects in the area.
5.	Collate and interpret existing studies, data and reports for the partnership area, identify gaps and commission additional studies.
6.	Assist in the preparation of work specifications, tender documents and, select and manage contractors.
7.	Monitor budgets. Look to continuously improve services in area of responsibility, identifying where possible, value for money savings.
8.	Assist in the Identification and development of a series of project themes and detailed costed project briefs
9.	To report and present in formal and informal settings on current, emerging and potential projects, programmes and funding opportunities.
10.	Remain up to date and compliant with all relevant legislation, organisational procedures, policies and professional codes of conduct in order to uphold standards of best practice.
11.	Deliver excellent customer service, incorporating the Council's equality and diversity objectives and supporting the council to achieve best practice in all it delivers.
12.	Responsible for the creation and review of interpretation and publicity material. Ranging from the development and publication of leaflets, interpretation boards, to press and social media releases and radio and TV interviews.
13.	Recruitment, supervision and management of volunteers for specific projects.
14.	Ensuring relevant health and safety requirements are met, particularly for volunteers and visitors.
15.	Develop effective and productive working relations with communities, users, volunteer groups, tourism interests, landowners, and other partners, such as the Lincolnshire Wildlife Trust, National Trust, the Environment Agency, local authority Countryside Access/Right of Way teams & other local authority partners including Highway Authorities and District Councils.
16.	As an employee, create a positive image of the County Council.
17.	Remain up to date and compliant with all relevant legislation, organisational procedures, policies and professional codes of conduct in order to uphold standards of best practice.

PERSON SPECIFICATION:

Requirements	Where identified*	Essential	Desirable
Qualifications and Experience <ul style="list-style-type: none">• Degree-level education in a relevant subject, such as heritage management, environmental conservation, or countryside management.• Minimum of one year's post-graduate experience in the environment or heritage sector.	A	X	
Knowledge and Understanding <ul style="list-style-type: none">• Strong working knowledge of the historic and/or natural environment, with particular insight into the landscape and heritage of Lincolnshire.• Up-to-date understanding of current and emerging legislation and policies affecting the natural environment, ideally with relevance to woodlands.• Well-developed research skills with the ability to analyze, interpret and synthesise information from a wide range of sources to produce clear and informed reports.	A / I	X	
Project Management and Delivery <ul style="list-style-type: none">• Proven track record in delivering complex, multi-objective projects, including planning, design, coordination, and implementation.• Experience in managing conflicting priorities and balancing diverse workstreams effectively.• Demonstrable experience in preparing detailed project proposals, work programmer, and reports.• Competence in operating budgets accurately and reporting financial information to external funders.	A / I	X	
Communication and Engagement <ul style="list-style-type: none">• Excellent verbal and written communication skills, including report writing, influencing and negotiation.	A / I	X	

<ul style="list-style-type: none"> • Confident and inspiring communicator, capable of engaging a wide range of audiences through various media. • Strong interpersonal skills with experience in face-to-face, telephone, video conferencing and written communications. • Experience of interpreting and presenting natural and built heritage in engaging and accessible ways. 			
<p>Partnerships and Collaboration</p> <ul style="list-style-type: none"> • Proven ability to build, maintain, and develop successful partnerships with a variety of organisations. • Experience of supervising and supporting volunteers, and contractors effectively. • Demonstrated tact, diplomacy and professionalism when working with diverse stakeholders. 	A/I	X	
<p>Technical and IT Skills</p> <ul style="list-style-type: none"> • High level of IT competence, including Microsoft Office and GIS applications. • Knowledge of Health & Safety legislation, with the ability to conduct risk assessments when required. 	A/I	X	
<p>Additional Requirements</p> <ul style="list-style-type: none"> • Experience in securing external funding, including the preparation and submission of grant applications. • Ability to work independently and as part of a dispersed or remote team. • Full driving license and access to a vehicle. 	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 organizational transformation and changes in ways of working, maximizing 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.