

JOB DESCRIPTION & PERSON SPECIFICATION

Director Area: Place	Job Ref Number: 04312
Service Area: Public Rights of Way & Access	Grade: G8 (click here for value)

Job Title: National Trail Officer – King Charles III England Coast Path

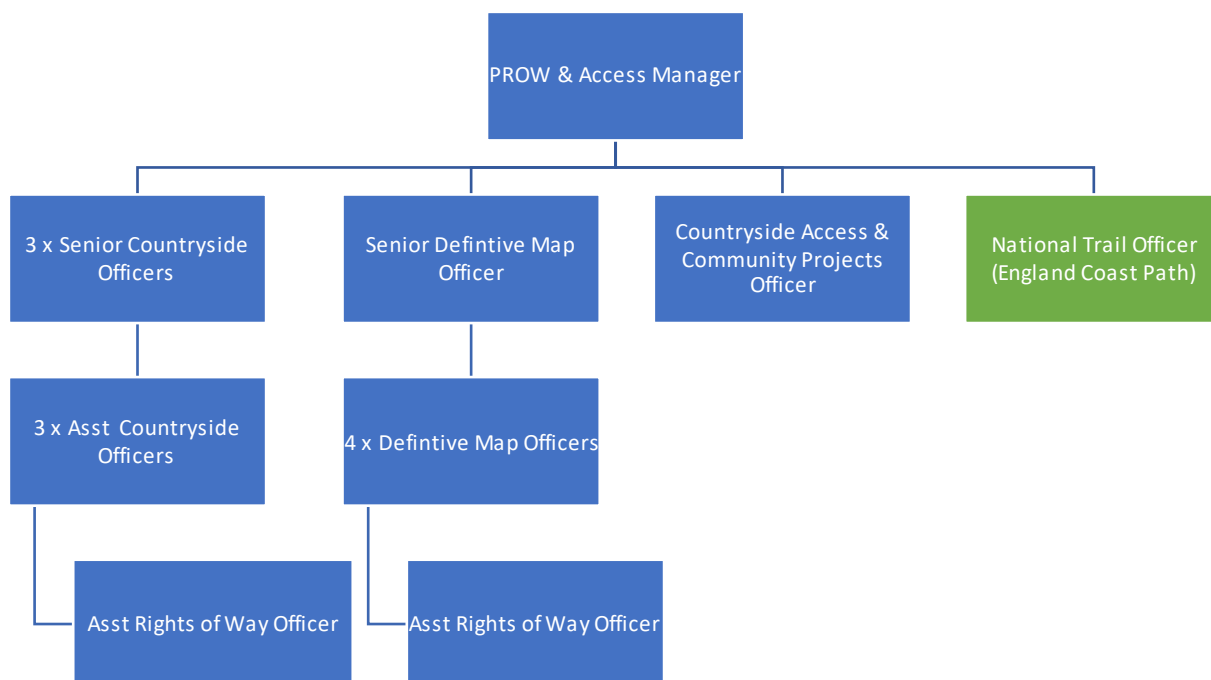
PURPOSE OF JOB:

To co-ordinate the management and enhancement of the England Coast Path within the Greater Lincolnshire Coast Path Partnership.

Including:

- Leading on the management, development and enhancement of the King Charles III England Coast Path National Trail within Greater Lincolnshire
- Leading on the co-ordination and delivery of annual works programmes to maintain the Coast Path to National Trail Quality Standards of Experience, Enhancement, Engagement and Economy and in line with the priorities and the strategies of the Greater Lincolnshire Coast Path Partnership Delivery Framework
- Managing the Greater Lincolnshire Coast Path Partnership Budget and reporting required data to Natural England as and when required.
- Establish and enable a network of volunteers and groups contributing to the management & promotion of the Coast Path National Trail

TEAM STRUCTURE:



MAIN DUTIES:

1	Lead on the maintenance, development and enhancement of England Coast Path National Trail within Greater Lincolnshire, taking the lead in developing, delivering and reporting on The Coast Path strategy, annual work programmes and the key performance indicators. This includes the effective use of works ordering systems to prepare and instruct work orders via the Council's term contractor.
2	Maintain the public rights of way network that forms part of the KCIIIECP, and undertake enforcement action where necessary.
3	Development of projects and schemes that link to and enhance the KCIIIECP offering for the public, including developing circular routes that utilise the KCIIIECP including within the Coastal Country Park
4	Report and provide administrative support to the Greater Lincolnshire England Coast Path Partnership.. Ensure that agendas, notes, minutes and reports relating to the Coast Path Partnership and sub-group meetings are issued, in accordance with the Partnership's Delivery Framework and Terms of Reference
5	Manage and monitor budgets, on behalf of and reporting to the Greater Lincolnshire Coast Path Partnership, ensuring effective and proper accountability.
6	Apply for, administer, and manage external grant funding from Natural England and investigate income-generating opportunities and secure funding to support development of the Coast Path in Greater Lincolnshire
7	To report and present in formal and informal settings on current, emerging and potential projects, programmes and funding opportunities for enhancement of the Coast Path
8	Oversee the effective maintenance of the Coast Path with appropriate Partnership members. Monitor and report back on performance delivery to the Coast Path Partnership and Natural England. This includes effective use and development of Geographic Information Systems (GIS) and monitoring the condition of the Coast Path through condition and user surveys

9	Develop effective and productive working relations with communities, users, volunteer groups, tourism interests, landowners, and other partners, such as the Lincolnshire Wildlife Trust, RSPB, National Trust, the Environment Agency, local authority Countryside Access/Right of Way teams & other local authority partners including Highway Authorities and coastal district councils
10	Lead on the promotion of the Coast Path as a recreational resource both locally and in the national context to maximise tourism potential. Ensure the Coast Path is marketed effectively through websites, social media and other communications, collaborating where appropriate with other partnerships in the National Trails family.
11	Support the Partnership Highway Authorities, The Environment Agency and Police to work to assert and protect public use of the Trail.
12	Represent the partnership positively and proactively within the Council and with partners and the public, contributing to a strong ethos of public engagement and community focus
13	To undertake site visits with landowners, contractors and other agencies, engaging with stakeholders and customers and assessing the nature and scope of potential operational activity
14	Prepare and manage contracts in compliance with the Council's procurement policies. Work with stakeholders and partners to launch competitive tender process and award contracts as appropriate
15	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
Education to degree level or equivalent in a relevant subject with significant experience in operational countryside access management in areas such as maintenance and improvement.	A	Y	
Post Graduate Qualification in a relevant discipline e.g. Countryside Management	A		Y
Excellent verbal and written communication skills including influencing and negotiation	A/I	Y	
Excellent customer service skills, using tact and diplomacy where required.	A/I	Y	
Track record of leading and managing complex projects	A/I		Y
Experience of using and applying GIS and database management systems	A/I		Y
Knowledge and training in budget management	A/I	Y	
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	
Experience in attracting funding and investment to projects	A/I		Y

Up to date knowledge of relevant and emerging legislation and policies relating to access management	A/I		Y
Sound understanding of agricultural, rural enterprise and land management practices particularly in coastal settings	A/I		Y
Project management experience	A/I		Y
Knowledge of political structure and decision making process of local government	A/I		Y
Ability to work with a wide range of partners and build strong networks	A/I	Y	
Willing to travel on occasion to represent the council at regional and national meetings and conferences	A/I	Y	
A passion for the subject and desire to lead by example	A/I	Y	

*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.