



Conservation and Project Officer

Greensand Country

Landscape Partnership

35 hours a week, including some evening and weekend work.

**£25,694 pa (SCP29) per annum, plus contributory pension scheme
and travel expenses.**

Introduction

We are seeking an enthusiastic, engaging and experienced Conservation and Project Officer, to help us deliver a Landscape Partnership for Greensand Country, a distinctive landscape area consisting of a sandstone ridge and associated river valleys, located principally in Central Bedfordshire (see map on page 4).

We are thrilled to have gained funding from the Heritage Lottery Fund to deliver a Landscape Partnership programme and an array of exciting projects which will help us raise awareness of the heritage value of the Greensand Country and to reverse the gradual decline in the distinct landscape character of this beautiful and loved place.

You will have an important role in the Landscape Partnership. You will inspire and enable community groups and volunteers to deliver community projects that promote, protect and enhance the Greensand Country's cultural, natural and built heritage. You will work with historic parkland owners to help them create management plans, develop funding bids and deliver projects. You will also monitor and mentor all our Partnership Project Managers too and help them evaluate their projects. There is a shortage of heritage skills in the area, so you will plan, develop and facilitate a skills development programme.

In addition to your solid Project Management and conservation experience, you will be an exceptional communicator and will inspire others, as you give talks and attend partner events as part of promoting and generating publicity for the Landscape Partnership.

You will have lots to do, but you will be part of a welcoming and approachable team, where you will have a willingness to roll up your sleeves and ‘muck in’. . You will be encouraged to use your own initiative and find creative approaches. You will have a passion for landscape heritage and a real talent for project management. You will love mentoring others less experienced than yourself with a supportive and encouraging approach, but be willing to challenge when necessary. You will be on top of your game and will know what every manager is doing, and will keep the Programme Manager informed, but you will always ask for help if you need it.

What is the Greensand Country Landscape Partnership?

‘Greensand Country’ is an island of distinctive, beautiful and loved countryside, based on a band of higher ground stretching from Leighton Buzzard to Gamlingay, rising out of the surrounding clay vales. It contains all of Bedfordshire’s remaining heathland, more than half of its woodland, and more surviving historic parkland than any other landscape in the country, often surrounding notable manor houses. This landscape character is a legacy of its underlying Greensand geology, which led to much of it being regarded as ‘marginal land’ not suitable for agriculture, as well as its management over centuries by major estates.

However, the area’s distinctiveness has been weakening over decades due to modern development and the changing economics of land use. Key habitats are becoming fragmented and unsustainable in the longer term; views both of and from the area are being lost or impaired; houses are being built of the wrong vernacular; and traditional heritage skills are dying out. Just as significantly, there is a low level of awareness locally of the significance of the area’s landscape value and heritage.

The Greensand Country Landscape Partnership has been formed by a range of partners in the area to work with landowners and local communities to take a joined up approach to meeting the challenges in the area. Our vision is for the Greensand Country to be a living and working landscape that is cherished by present and future generations. By 2021 we will have reversed the gradual decline in the area’s landscape character, and created a strong, community led partnership and strategic framework to promote the area’s interests and secure the necessary long-term financial and community investment to sustain the area’s distinctive natural and built heritage.

Outline terms and conditions

1. *Period:* Fixed term contract to December 2020
2. *Working hours:* 1820 hours per annum (35 hours/week on average)
3. *Place of work:* BRCC's offices at Cardington, Bedford
4. *Salary:* £25,694 pa (SCP29)
5. *Expenses:* Mileage is paid at 45p/mile for car users
6. *Holidays:* 231 hours holiday per annum, which includes all Bank / Public Holidays

To apply

Please send:

1. A CV which shows us how your knowledge, skills and experience fit the role as described in the person specification and job description.
2. A supporting statement which describes:
 - a. The experience and knowledge you have which would enable you to carry out the role as described in the job description.
 - b. How you fit with the selection criteria as set out in the person specification.
 - c. Why you would like this role.
3. The monitoring form

Please e mail these to Claire Poulton at clairep@bedsrcc.org.uk, or by post to BRCC, The Old School, Cardington, Bedford MK44 3SX. An information pack, the Job Description and Person Specification for the role and more information including our Landscape Conservation Action Plan can be found on <http://bedsrcc.org.uk/rural/greensand-country-landscape-partnership/>

If you would like an informal chat please ring Claire on 07534484971.

The application deadline is Monday 13th February 2017 at 9am. Shortlisted candidates will be invited to an interview on Tuesday 28th February 2017 in Cardington.

JOB DESCRIPTION

Conservation and Project Officer

Job Purpose	To support delivery of the Greensand Country Landscape Partnership programmes and projects, working with partner organisations, third party landowners, community groups and volunteers.
Accountable to	Greensand Country Landscape Partnership Programme Manager
Staff to be Directly Managed	None.

Principal Accountabilities

1. Liaise with funding partners, community groups, individuals and other staff to effectively monitor and report on the progress of projects.
2. Assist GSCLP colleagues in monitoring and evaluating the GSCLP scheme as a whole and its individual projects, undertaking monitoring visits where required and collating evaluation material.
3. Work with community groups and volunteers. Give presentations, run training days and offer information, advice and guidance so they can undertake plan and deliver community projects that promote, protect and enhance the Greensand Country cultural, natural and built heritage.
4. Ensure that all those involved in delivery comply with appropriate Health and Safety policies and procedures are followed.
5. Work with the Bedfordshire and Luton Biodiversity Recording and Monitoring Centre and the Bedfordshire Natural History Society to coordinate the monitoring and mapping of the

various land-based projects under the Living Heaths/Working Woodlands and Historic Parklands programmes to create a series of digitised GIS maps providing a baseline picture and illustrating changes over time, as new habitats develop and new species are recorded. (The Records Centre will do the mapping, the Natural History Society the data recording).

6. Plan, develop and facilitate a skills development programme.
7. Appoint, supervise and manage contractors, volunteers and trainees in the course of project implementation.
8. Work with historic parkland owners to help them create management plans, develop funding bids and deliver projects.
9. Work with other funding partners to support project deliverers.
10. Give talks and attend partner events as part of promoting the Scheme.
11. Generate publicity for the scheme, typically by use of press releases, a regular newspaper column, interviews with local press and radio, and presentations.
12. Maintain the GSCLP customer database to aid partnership communications.
13. Support the management and administration of a third party grants scheme.
14. Help to compile quarterly reports and monitoring and evaluation data for the HLF.
15. Work as part of a supportive Greensand Country Landscape Partnership team and assist and work collaboratively with other members to take forward the aims and objectives of the Scheme.

Other Responsibilities

The postholder will also be expected to:

- Attend such training as may be required.
- Attend meetings and other events as necessary.
- Keep up to date on issues through reading and research.

Person Specification

	Attributes	Essential (E)/ Desirable (D)
Education	Key Skill Level 4: Bachelor's degree; HNC; HND NVQ level 4 [or proven equivalent work experience]. Particular topic areas that might be applicable are countryside management, heritage management or community outreach work.	E
	Qualification in Project Management.	D
Knowledge and Experience	Experience of Project Management.	E
	Experience of working within a countryside management / conservation setting or similar environment.	E
	Experience of working with community groups and volunteers.	E
	Experience of partnership working.	E
	Experience of managing contractors and partners.	D
	Experience of putting together funding bids.	D
	Experience of evaluating projects.	D
	Experience of working in an environment where Health and Safety is important.	D

	Experience of giving presentations and working with the media.	D
	Experience of organizing skills training.	D
	Experience of organising public events and running marketing/engagement campaigns.	D
	Experience of training people.	D
Skills and Aptitudes	Excellent written and verbal skills, with an ability to enthuse and engage people.	E
	Proven organizational skills.	E
	A high level of accuracy and attention to detail, proof-reading and collating information.	E
	Excellent interpersonal skills and the ability to contribute within team environments and a public environment.	E
	Excellent communication skills with an ability to use tact, diplomacy and a high degree of relationship management.	E
	Ability to relate to all levels of organisations confidently and effectively.	E
	Ability to produce written reports summarising activities and outcomes.	E

	Proficient user of technology and its application, including Microsoft Office suite of software.	E
	Technical skills in video recording and photography.	D
	Ability to manage own time and prioritise workload.	E
	Flexible approach with a willingness to work outside normal hours on occasions (e.g. evenings and weekends).	E
	Ability to travel independently including use of own car insured for business use.	E

