



Programme Support Officer

Greensand Country

Landscape Partnership

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

£20,456 per annum (£10,228 pro rata), plus contributory pension scheme and travel expenses.

Introduction

We are seeking an enthusiastic, super organized and experienced Programme Support 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 5).

We are thrilled to have gained funding from the Heritage Lottery Fund to run a programme of exciting projects which will help us raise awareness of the heritage value of this landscape and to reverse the gradual decline in the distinct landscape character.

You will be the backbone to our operations.

You will help us deliver a smooth running programme where we use resources efficiently and cost effectively. Your efficient co-ordination of all financial functions will help us as you lead on the maintenance of budget records and you create accurate accounts and systems of financial control.

Your super organized administrative systems will support the central Landscape Partnership team and the wider Project Managers so our work streams will be effective and resourceful and we will comply with all Heritage Lottery Fund requirements.

Your excellent organization of meetings and other events will help us with effective governance and PR. Your welcoming and friendly voice as you connect with the public, both

through digital media, on the phone and face to face will assist in communications and marketing.

You will help to create a great place for our staff and volunteers to work. On a day-to-day basis you will provide a friendly face and ensure effective communication.

What we are looking for

You are an enthusiastic, highly skilled, proactive and superbly organised individual with strong administrative, financial, interpersonal and communication skills.

You will be a great team player who is flexible and adaptable and doesn't mind being busy and loves being effective.

If you feel like the person who can help us make this difference, we would love to hear from you!

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:* 17.5 hours a week
3. *Place of work:* BRCC's offices at Cardington, Bedford
4. *Salary:* £20,456 per annum (£10,228 pro rata)
5. *Expenses:* Mileage is paid at 45p/mile for car users
6. *Holidays:* 116 hours holiday per annum, which includes all Bank / Public Holidays

To apply:

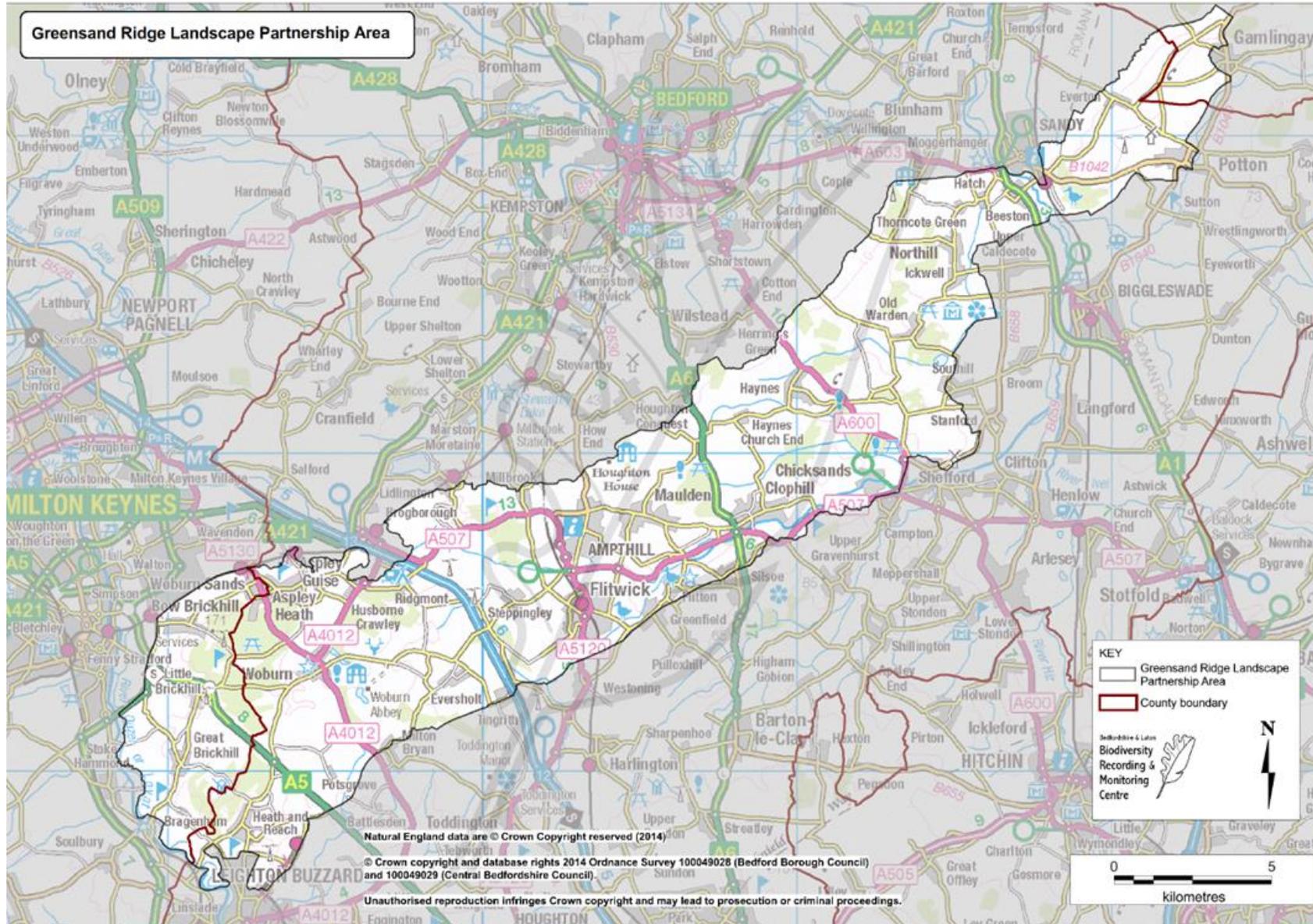
Please send:

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 20th February 2017 at 9am. Shortlisted candidates will be invited to an interview on Monday 6th March 2017 in Cardington.





Job Description

JOB DESCRIPTION

Programme Support Officer

Job Purpose	To support the general operations of the Greensand Country Landscape Partnership Programme.
Accountable to	Greensand Country Landscape Partnership Programme Manager.
Staff to be Directly Managed	None.

Principal Accountabilities

1. Lead on the maintenance of budget records on all supported projects and the collation and verification of all projects' claims to HLF and from the project delivery partners.
2. To report to the Programme Board on all financial matters; this includes the production of budget overviews and advising the Board on budget changes and adjustment requirements.
3. Assist in the creation of forms and any other relevant paperwork, to help provide efficiency to the central Greensand Country LP Teams and the delivery partners' work streams.
4. Provide support for the promotion and marketing of activities including updating social media, the website, production and distribution of marketing literature and taking bookings from the general public.

5. Organise and support Greensand Country LP related meetings and other events involving organising programmes, booking venues, sending out papers, taking and producing agendas and minutes.
6. Assist in the communications with all partners involved in the delivery of the Greensand Country Landscape Partnership scheme, as well as dealing with enquiries from members of the public and taking bookings.
7. Input data into programme databases as required and build and maintain the project file archives together with any audit records required.
8. Assist with the collation of monitoring and evaluation data.
9. Assist in the management of volunteers working within the central Greensand Country LP Team.

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 3: 2 'A' Levels (4 AS levels), ONC, OND, BTEC, NVQ level 3 or equivalent.	E
	Evidence of continued professional development.	D
Knowledge and Experience	Computer proficiency including knowledge of MS Office family of products.	E
	Good numeracy and attention to detail.	E
	Financial acumen; experience of processing large numbers of financial details efficiently.	E
	Experience of project monitoring administration systems.	E
	Experience of supporting the production of press releases, websites, social media and newsletters.	D

	Experience of organising events and meetings	E
	Experience of managing meetings, taking minutes, producing reports from a variety of sources.	E
	Experience of dealing with grant programmes.	D
Skills and Aptitudes	A good and effective communicator in writing as well as orally.	E
	Clear and helpful telephone manner with ability to take and pass messages, and/or provide information.	E
	Excellent ICT skills, including the ability to produce a range of documents involving the use of different software packages (i.e. MS Outlook, Word, Excel, and PowerPoint).	E
	Ability to organise and prioritise work in order to meet deadlines, including coping with unpredictable volumes of work and busy periods without the need for close supervision.	E
	Self-motivation, ability to learn and show initiative.	E
	Awareness of the need for discretion and confidentiality.	E
	Ability to work effectively as part of a small team and to assist in different areas as required.	E
	Ability to travel independently; driving licence desirable.	D

