

Job Description



1 Job details

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|---|--|
| Job title: | Landscape Enhancement Project Co-ordinator (Fixed term for 3 years) |
| Team: | Access and Learning |
| Post number: | TBC |
| Grade: | Band 5 |
| Base: | Lymington Town Hall, Lymington |
| Reports to: | Lead Access and Volunteering Officer |
| Responsible for: | No staff |
| Budget Responsible Officer (BRO): | No |
| Car user: | Casual |
| Politically restricted: | No |
| Disclosure and Barring Service (DBS) check required? (Identified via this online tool – Find out which DBS check is right for your employee - GOV.UK) | Yes – Enhanced, child and adult workforce |
| Membership of professional body required: | No |
| Key liaisons: | New Forest National Park Authority (NPA) staff and members, volunteers, landowners and other stakeholders, partner organisations |

2 Role summary

- 2.1 To co-ordinate and deliver Landscape Enhancement Initiative (LEI) projects across the New Forest and support the wider access and volunteering work of the NPA.

3 Main duties and responsibilities

- 3.1 To support the Lead Access and Volunteering Officer to manage the overall volunteer programme for the NPA.
- 3.2 Lead and co-lead a variety of regular volunteer tasks, including at times outside of the usual working week e.g. evenings or weekends.
- 3.3 To co-ordinate and deliver existing LEI project outputs using contractors and volunteer task days. Outputs will include wildlife surveys, clearing overgrowth from trails, path surfacing works, small bridge installations and installing interpretation

- 3.4 Work with NPA officers to create new LEI projects; liaising with landowners and other stakeholders to investigate possibilities for such projects.
- 3.5 To work with the NPA Communications team to identify web-based communication around volunteering and National Grid funded Landscape Enhancement projects.
- 3.6 Other administrative duties relating to volunteers, training, and mentoring as required.
- 3.7 To attend the quarterly Steering Group for the Breamore Railway Line project, and other future LEI projects, reporting back on achievements and issues.
- 3.8 To maintain regular contact with volunteers regarding volunteering opportunities, events, socials, and news.
- 3.9 To write risk assessments for the various volunteer tasks.
- 3.10 To be central point of contact for questions regarding the National Grid's Landscape Enhancement Initiative.
- 3.11 To manage and administer volunteer expenses.
- 3.12 To help develop the volunteer recognition scheme.
- 3.13 Assist with events e.g., Volunteer Fair and Walking and Cycling Festival logistics.
- 3.14 Assist with England Coast Path logistics and field public enquires and complaints when route is established.

4 Problem-solving

- 4.1 A need to work to the highest professional and customer and volunteer care standards.
- 4.2 A requirement to keep up to date with new procedures and practices within area of work.
- 4.3 Good organisational skills and prioritising of own workload.
- 4.4 Resolving problems without referral to others where possible.

5 Decision-making

- 5.1 To meet the targets and objectives set by others to meet the Scheme and individual Scheme project objectives.
- 5.2 The post demands a degree of judgement and initiative, working on your own in a creative and effective manner, and as part of a wider team along with a wide range of stakeholders. The nature of the work means it is often reactive and difficult decisions may need to be taken, in discussion with your line manager, about priorities.
- 5.3 The work will require awareness and, where appropriate, engagement with other work of the National Park and other partners.

6 Operational responsibility

- 6.1 This post will not be directly responsible for the management of staff, but will co-ordinate volunteers ensuring their suitability and availability as well as lead a variety of tasks in a variety of locations across the National Park.

- 6.2 Provide effective resource management, to include financial management in relation to training course fees and volunteer expenses.
- 6.3 Health and safety – including undertaking site/activity specific risk assessments.

7 Communication

- 7.1 Good interpersonal skills including both written and verbal skills is a key skill required for the role. The postholder will be expected to communicate effectively to a wide range of audiences, to provide support to other staff and also liaise with external and Scheme partners, and volunteers.
- 7.2 Good customer care skills.
- 7.3 Awareness of publicity and promotion.
- 7.4 Contacts are 50% internal 50% external.

8 Working conditions

- 8.1 Office based / site tasks several days per week.
- 8.2 Regular travel will be required around the New Forest.
- 8.3 The working hours include the need to work evenings and weekends.
- 8.4 Includes lone working in accordance with the Lone Working Policy. Typical lone working tasks include site visits, meeting contractors and partner organisations.
- 8.5 Involves working with young people and/or vulnerable adults requiring appropriate pre-employment checks.

9 General

- 9.1 The post holder must always carry out their responsibilities with due regard to NPAy policy and procedures.
- 9.2 All staff have a responsibility to participate in the NPA Appraisal Scheme and to contribute to their own development, and the development of any staff they appraise or are responsible for.

10 Job description agreement

- 10.1 The above Job Description is not intended to be exhaustive, the duties and responsibilities may therefore vary over time according to the changing needs of the service.

**Job holder's
signature:** _____

Date _____

**Manager's
signature:** _____

Date _____

Person Specification

Landscape Enhancement Project Co-ordinator

| | Criteria | Essential | Desirable | Assessed by |
|--|---|---|-------------------|---|
| | Education / qualifications Good general education to A Level (or equivalent standard) or comparable in terms of experience | Y | | A |
| | Experience Demonstrable experience in a relevant environment Experience of working with volunteers Demonstrates previous experience of working as an effective team member Experience of organising people and events Experience of health and safety issues and undertaking risk assessments | Y Y Y Y | Y | A / I A / I A / I A / I A / I |
| | Knowledge Previous local government or national park experience | | Y | A |
| | Skills Good practical countryside skills Strong oral and written communication skills Good organisational skills with experience of managing own workload to meet deadlines Demonstrates good customer service skills to interact effectively and professionally with external and internal customers, using tact and diplomacy when required Good IT skills and knowledge of current systems Good interpersonal skills Driving license | Y Y Y Y Y Y Y | | A / I A / I A / I A/I A A / I I |
| | Impact and attributes Ability to understand the need to treat sensitive information confidentially Political awareness | Y | Y | A / I A / I |

Evidence assessed by key: A = Application form
I = Interview
T = Testing / assessment