



Elan Links: People, Nature & Water Landscape Partnership

JOB DESCRIPTION:

Job Title:	Elan Links Natural Heritage Officer
Line Managed by:	Land Agent, Elan Valley Trust
Accountable to:	Elan Valley Trust and the Partnership Manager
Contract	22.5 hours per week on a salary scale of £22,000 to £26,000 pro rata 5 year fixed term contract

Job Purpose:

To develop and implement the natural heritage projects of the Elan Links Landscape Partnership Scheme.

1. Main Responsibilities:

Co-ordinate the delivery of the natural heritage projects during the delivery phase of the Elan Links: People, Nature & Water Landscape Partnership Scheme.

1.1 Responsibility to deliver the following projects:

- 🏠 1a: Better Bogs
- 🏠 1b: Better Dry Heath
- 🏠 1c: Improving Elan's Woodlands
- 🏠 2a: Elan Rare Birds
- 🏠 2b: Elan Rare Species
- 🏠 3a: Elan Hay Meadows
- 🏠 3b: Elan's Rhos Hay
- 🏠 3c: Elan Ram Scheme
- 🏠 3d: Elan Cattle
- 🏠 3e: Elan Wethers

1.2 Ensure that natural heritage opportunities are worked into the Scheme projects and partner organisations fully understand the requirements of the natural heritage projects and the natural heritage implications on other projects. This will require effective communication with all the partners.

- 1.3 Work closely with the Land Agent and Assistant Land Agent of Elan Valley Trust to ensure that all the elements of the natural heritage are delivered in the Elan Links delivery phase.
- 1.4 To undertake baseline surveys and coordinate habitat and species monitoring.
- 1.5 To design, negotiate and manage the deliverance of Natural Heritage Delivery Contracts.
- 1.6 To complete the necessary surveys and site visits to enable the agreement of the Natural Heritage Delivery Contracts.
- 1.7 To work closely and organise where necessary the Natural Heritage Sub-Committee.
- 1.8 To deliver in conjunction with the Elan Links Project Officer, a programme of public engagement activities promoting the natural heritage projects.
- 1.9 To assist the Volunteer Coordinator in order to engage new, and support existing, volunteers through capacity building and training programmes so they are able to play a greater role in Elan's natural heritage.
- 1.10 Ensure that all natural heritage work is recorded and monitored appropriately, to meet the standards expected by the HLF, the lead partner (EVT) and the Elan Links Monitoring & Evaluation Plan.
- 1.11 Work to ensure the projects fit in with and provide an on-going legacy for natural heritage within Elan and surrounding area.
- 1.12 Assist with the communication and promotion of the projects.
- 1.13 Represent the Elan Links Partnership at meetings and events as required and contribute to providing promotion and publicity for the Project through events, press releases, interpretation projects, promotional materials, reports and all forms of media.
- 1.14 Co-ordinate with all partners, supporters and interested parties to ensure their full engagement with relevant projects. This will include reporting to the Partnership Board and actively engaging and encouraging others to participate in and benefit from the Elan Links Scheme.
- 1.15 In addition to the above responsibilities this role will include legacy elements on behalf of the Partnership and the Elan Valley Trust. This could include evaluation of the actions undertaken during the scheme and their effectiveness, thus informing future conservation methods and decision-makers.

2. Other responsibilities

- 2.1 Your initial focus will be delivering the natural heritage works within the Elan Links Scheme. In order to help deliver this you will be required to interact with other staff within partner organisations
- 2.2 Participate in the work of cross-cutting project/area teams
- 2.3 Join those project or area teams deemed necessary by the Partnership Manager.
- 2.4 Use your specialist skills and experience alongside other colleagues to ensure the integrated delivery of the strategic priorities within the Elan Links Scheme.

2.5 Work with your Line Manager(s) to balance your workload in order to best focus your time on delivering the Elan Links Scheme.

3. General Responsibilities

- 3.1 Assist with managing the project budgets and supply information for the Project Officer and/or Partnership Manager to undertake financial monitoring.
- 3.2 Record your activities and progress.
- 3.3 Attend Team Meetings.
- 3.4 Oversee the monitoring of the Projects and Participants, ensuring that the agreed Outputs and Outcomes are being met.
- 3.5 Promote the work, mission and vision of the Elan Links Scheme recognising and acknowledging the role of the Partnership at all appropriate times.
- 3.6 Use every opportunity commensurate with other duties to contribute to the Partnership communications, and support its marketing, fundraising and engagement of people.
- 3.7 Ensure a high level of customer service in all dealings with the public.
- 3.8 Ensure continuous development of skills and knowledge required for the post, undergoing training and performance review as required by the Partnership.
- 3.9 Work within the policies and procedures of the Elan Valley Trust ensuring own compliance with health and safety policies and procedures and that of any staff and resources for which you are responsible.
- 3.10 Comply with all legal and contractual obligations concerning the responsibilities of your post.
- 3.11 Supervise and support volunteers as appropriate to your role.
- 3.12 Carry out any other reasonable duties commensurate with the level of responsibility of the post, as requested by your line manager or Chair of the Partnership.

PERSON SPECIFICATION

Job Title: Elan Links Natural Heritage Officer

The specifications below are indicated as being essential or desirable for this post:

Qualifications	Essential	Desirable
A degree in biological, environmental, or rural land use science, or equivalent experience		✓
Local knowledge and understanding of the Elan Links area		✓
Knowledge, Understanding & Experience		
Understanding of agri-environment type schemes and experience in developing and implementing these	✓	
Track record of engaging and developing relationships with individuals, particularly in the rural community.	✓	
Full driving licence and valid car insurance for business use together with use of a vehicle	✓	
Practical experience of landscape conservation or enhancement	✓	
Experience of training others and/or leading workshops		✓
The ability to use IT applications including word processing, spreadsheets, databases, powerpoint, databases	✓	
Experience of using GIS		✓
Data management experience (data recording, comparison, analysis and presentation of findings)		✓
Project management experience		✓
Experience with communications including development of websites, use of social media and liaison with press		✓
Experience of organising and delivering events		✓
Experience of working with large, multiple funded projects including Heritage Lottery		✓
Delivering projects on budget and deadline		✓
Working with / co-ordinating a range of organisations		✓
Experience and success in obtaining funding		✓
Experience of dealing with contractors		✓
Personal qualities		
Excellent written and verbal communications in Welsh		✓
A commitment to landscape and heritage conservation	✓	
A commitment to helping people		✓
The ability to work effectively with people from a wide range of disciplines		✓
Able to work co-operatively as part of a team		✓
Able to work effectively under pressure		✓
Self-motivation	✓	
Able to motivate others		✓
Physically able to get to sites not accessible by vehicle	✓	
Flexible: able to rapidly assimilate information and adapt to a changing environment		✓

JOB CONTEXT

Job Title: **Elan Links Natural Heritage Officer**

This is a part time (22.5 hours per week) post for a fixed term of five years. It is funded by the Elan Links Scheme with contributions from the HLF Landscape Partnership Fund, Elan Valley Trust, DŵrCymru Welsh Water and others. You will be line managed by the Land Agent of Elan Valley Trust, but also answerable to the Elan Links Partnership Board.

This role during this period is to manage the five year Delivery Phase of this natural heritage programme of works for the Elan Links Scheme. It will involve working with a number of individuals and organisations in the Elan Valley locality, staff from all partner organisations, particularly EVT, DCWW, TirCoed and CARAD, community groups and the public.

The office location will be the Elan Estates Office in the Elan Valley. Some evening and weekend working may be necessary. Travel within the Elan Valley area is required including to a range of sites across the Elan Valley Estate many of which are across difficult terrain and only accessible on foot. Regular travel further afield to the target communities of the Birmingham area will be required. The post holder is required to provide suitable transport, for which appropriate expenses are reimbursed. Staff are expected to work harmoniously with each other and with volunteers and to provide appropriate assistance and advice to other staff and volunteers when desirable for the effective undertaking of their respective responsibilities. A willingness to be flexible about working arrangements and to provide occasional cover for absent staff will be required in order to maintain project and organisational effectiveness.

Through their jobs all staff have a responsibility for achieving the Scheme objectives and for maintaining the good reputation of Scheme partner organisations by showing high levels of integrity, honesty, and responsibility.

APPLICATION & INTERVIEW PROCESS:

To apply: Please submit a Curriculum Vitae and covering letter which must reach the Elan Valley Trust Land Agent via email or by post by no later than 6th August 2017 . **Please mark for the attention of:** Alec Baker, Elan Valley Estate Office, Elan Village, Rhayader, Powys, LD6 5HP; or info@elanvalleytrust.org

Please also include the names, addresses (including email addresses, if available) of 2 referees who we may contact.

Please also provide us with your full name, phone number and postal in order that we may confirm receipt of your application.

Interview: The Selection Board will normally consist of five interviewers who will question you mainly in connection with your academic and/or work experience and your job-related achievements. The Board's main aim will be to gain an insight into your ability to carry out the post effectively and efficiently. You will be asked to give a short verbal presentation as part of your interview, exact details of which will be confirmed. The successful candidate will be offered the post, subject to satisfactory references and will also be asked to provide:

- 🏠 Confirmation of the Right to Work (UK Passport or Work Visa).
- 🏠 They will then be expected to take up the post as soon as possible thereafter.

Equal Opportunities: We are committed to equal opportunities and welcome applications from all age groups and sections of the Community. Employment with the Elan Valley Trust and progression within employment will be determined only by personal merit and their ability to complete the job.

We will consider applications for employment on a part-time, job-share, or other flexible working basis, even where a position is advertised as full-time, unless there are operational or other objective reasons why it is not possible to do so.

As this post will involve contact with a mixture of people, any candidate provisionally offered the position will be asked to complete a Standard Disclosure and Barring Service check.

Main conditions of employment

Job title:	Elan Links Natural Heritage Officer
Employment start date:	September 2017
Place of work:	Elan Estates Office, Elan Village, Rhayader, Powys, LD6 5HP.
Salary:	Pro rata based on a full time annual salary of £22,000-26,000 per annum
Pension:	The Officer is entitled to join the Elan Valley Trust pension scheme (minimum contribution 2% of salary) and will receive up to 5% employer's contribution.
Probationary period:	This post is subject to a six month probationary period
Duration:	Fixed term contract, ending September 2022
Hours:	Part time 22.5 hours per week (0.6 FTE) , but working hours will be flexible and will include some evening and weekend work. Time off in lieu will be allowed for overtime worked
Annual leave	The annual leave entitlement is 20 days per annum (pro rata for part time) plus statutory public holidays.
Use of vehicle	Costs of own vehicle use may be claimed at the prevailing EVT mileage rate
Closing date:	The closing date for electronic receipt of completed applications for this position is 5pm on 6th August 2017
Interview date:	Interviews will be held the week of the 14th August at Elan Estates Office, Elan Village, Rhayader, Powys, LD6 5HP.