



Elan Links: People, Nature & Water Landscape Partnership

JOB DESCRIPTION:

Job Title:	Elan Links Partnership Manager
Line managed by:	Land Agent, Elan Valley Trust (Lead Partner)
Accountable to:	Elan Valley Trust and the Elan Links Partnership Board
Line management responsibility for:	Project Officer, Administrator,
Contract:	30 hours per week on a salary scale of £30,000 to £35,000 pro rata 5 year fixed term contract

Job Purpose:

To manage the delivery of the Elan Links: People, Nature & Water Landscape Partnership Scheme.

1. Main Responsibilities:

Lead and co-ordinate the delivery of the Elan Links Landscape Partnership Scheme

- 1.1 Co-ordinate with all partners, supporters and interested parties to ensure their full engagement with the Project. This will include working with and reporting to the Partnership Board, actively engaging and encouraging others to act in partnership with the Project and developing mechanisms to ensure as wide a range of people as possible are able to participate in and benefit from the Project.
- 1.2 Specific responsibility for the deliverance of the following projects:
 - 11: Tap into it; and
 - 12: Legacy.
- 1.3 To assist the Project Communications Officer in the deliverance of the following projects:
 - 7a: Interpreting Elan;
 - 7b: Elan Interactive;
 - 7c: Artists Residencies; and
 - 7d: Engaging and Innovative Events.

- 1.4 Overall responsibility for the delivery of the Landscape Conservation Action Plan, Activity Plan and all associated paperwork, plans and project detail.
- 1.5 Lead the Scheme staff team to deliver all projects for which they have the lead role. This will involve managing staff to directly deliver projects on the ground and managing contractors and consultants.
- 1.6 Partake in Sub-Committee meeting as and where necessary.
- 1.7 To organise where necessary the Monitoring, Evaluation & Legacy Heritage Sub-Committee.
- 1.8 Co-ordinate the work of partner organisations delivering projects where they have the lead role. This will require effective leadership, communication, negotiation and management of information, especially that required by HLF, for example for grant claims.
- 1.9 Manage the budget and all financial aspects of the project. Working with the Elan Links team to develop and implement appropriate financial management procedures and ensure all HLF financial procedures and claiming schedules are fully complied with.
- 1.10 To maximise potential match funding through external grants and funding applications, and ensure that promised match funds are secured from Partners.
- 1.11 Represent the Partnership at meetings and events as required and manage all publicity for the Project. This will involve working with partners communication departments to co-ordinate wide promotion of the Project through events, press releases, interpretation projects, promotional materials, reports and all forms of media.
- 1.12 Work to ensure the Project fits in with and provides an ongoing legacy for the long term vision of a living landscape for the Elan Valley.

2. Other responsibilities

Your main focus will be the delivery of the Elan Links: People, Nature & Water Landscape Partnership Scheme during the five year delivery phase. In order to help deliver that project you will be required to interact with other staff within the Elan Valley Trust and other partner organisations.

3. General Responsibilities

- 3.1. Promote the work, mission and vision of the Elan Links Scheme recognising and acknowledging the role of the Trust at all appropriate times.
- 3.2. Use every opportunity commensurate with other duties to contribute to the Trust's and wider Partnership's communications, and support its marketing, membership recruitment, fundraising and engagement of people.
- 3.3. Record your activities and progress.
- 3.4. Organise and hold team meetings.
- 3.5. Ensure a high level of customer service in all dealings with the public.

- 3.6. Ensure continuous development of skills and knowledge required for the post, undergoing training and performance review as required by the Trust.
- 3.7. Work within all the policies and procedures of the Trust, ensuring own compliance with the Trust's health and safety policies and procedures and that of any staff and resources for which you are responsible.
- 3.8. Comply with all legal and contractual obligations concerning the responsibilities of your post.
- 3.9. Supervise and support volunteers as appropriate to your role.
- 3.10. Carry out any other reasonable duties commensurate with the level of responsibility of the post, as requested by your line manager or Chairman of the Partnership / Elan Valley Trust.

PERSON SPECIFICATION

Job Title: **Elan Links Partnership Manager**

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

Qualifications	Essential	Desirable
Formal Project Management training such as Prince2 / APM.		✓
Relevant degree or higher education qualification		✓
Full driving licence, preferably clean, and access to a vehicle	✓	
Knowledge and understanding		
Understanding of current landscape, natural, cultural heritage and access issues	✓	
Knowledge of the key organisations involved in conserving the UK landscape and their roles		✓
Understanding of the principles of community engagement	✓	
Monitoring and evaluation of diverse projects		✓
Understanding of training and education issues		✓
Knowledge of relevant Health and Safety regulations		✓
Substantial recent and relevant experience of:		
Managing large, multiple funded programmes (E) including Heritage Lottery (D)	✓	✓
Working with a wide range of partnership organisations that have multiple objectives	✓	
Team leadership and management	✓	
Delivering complex projects on budget and deadline	✓	
Preparing and managing complex budgets	✓	
Giving presentations to a variety of audiences		✓
A wide range of IT skills including word-processing and spreadsheets	✓	
Organising and prioritising a competing workload	✓	
Negotiating and managing contracts	✓	
Working with communities and volunteers	✓	
Ensuring that projects have a lasting legacy	✓	
Using GIS and computer database systems and social media		✓
Personal qualities		
Excellent written and verbal communications in English and Welsh		✓
A commitment to landscape and heritage conservation		✓
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	✓	

JOB CONTEXT

Job Title: Elan Links Partnership Manager

This is a part time (30 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.

The role during this period is to manage the five year Delivery Phase of 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.

APPLICATION & INTERVIEW PROCESS:

Your application form must reach the Elan Links Lead Partner via email or by post by no later than 6th August 2017 . **Please mark for the attention of:** Ieuan Joyce, Elan Links Partnership Board Chair, 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 address 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 Partnership Manager
Employment start date:	September - October 2017
Place of work:	Elan Estates Office, Elan Village, Rhayader, Powys, LD6 5HP.
Salary:	Pro rata based on a full time annual salary of £30,000-£35,000 per annum
Pension:	The Manager 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:	Five year fixed term contract
Hours:	Part time 30 hours per week (0.8 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 21st August at Elan Estates Office, Elan Village, Rhayader, Powys, LD6 5HP.