

JOB TITLE: Trainee Projects Officer (Land Management)
GRADE: H5-H6
REPORTS TO: Senior Projects Officer (Land Management)
TEAM: Countryside & Rights of Way
DEPARTMENT: Environment & Infrastructure

Purpose of the Job

To advise and work in partnership with landowners and communities across Hertfordshire to enhance, care for and promote enjoyment and awareness of the environment. Develop and deliver activity that leads to the protection, maintenance, improvement and promotion of the Public Rights of Way & other access networks. Encourage and support volunteers and local action groups to become actively involved in projects and ongoing programmes. Provide opportunities for informal recreation through events and interpretation.

The post will be guided by more senior staff and will be working alongside the experienced Projects Officer team who can provide on-the-job training in project planning and delivery.

Main Areas of Responsibility

1. Service Delivery

- Working effectively as part of a project team
- Planning and delivery of simple projects
- Managing time effectively with competing priorities
- Supporting and advising volunteer groups to improve local spaces
- Contributing to community involvement activities
- Strong personal organisational skills and record keeping

2. Environmental Land Management

- Producing simple plans for publicly owned green spaces using current IT packages
- Giving support and advice on land management issues
- Helping to secure grant funding for projects
- Supporting partners to make improvements for wildlife

3. Informal Outdoor Recreation

- Delivering projects that help people to access and travel through the environment
- Delivering small scale improvements to greenspaces for recreation
- Contributing to our 'Walks and More' events programme

4. Promotion

- Promotion of greenspaces for access, informal recreation, health improvement and wildlife
- Supporting promotional programmes that enhance the reputation of the Countryside and Rights of Way Service
- Production of publicity and promotional material using a range of media and techniques

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

Person Specification

Please provide a supporting statement which includes examples and evidence of when you have demonstrated the attributes listed below.

You will be expected to address each point separately and in the order listed.

If you do not complete a full supporting statement in the requested format, your application may be rejected.

- Graduate calibre with a demonstrable commitment to a career in countryside management, greenspace development or delivery of green infrastructure
- Proactive and able to manage projects from start to finish
- Works independently and collaboratively with a range of colleagues, professionals, partners and members of the public
- Flexible and adaptable in approach, problem solving and outcome oriented
- A strong understanding and appreciation of the natural environment
- Able to identify opportunities for improved land management
- Excellent communication skills to establish support for ideas
- Positive, can do approach with a focus on delivering real outcomes for people and wildlife

A full current driving licence is essential. The Trainee Projects Officer will be expected to: carry out site visits, lead guided walks and events or practical conservation activities in rural locations with difficult terrain. Activities requiring manual handling will be necessary from time to time, for which training will be given.

Diversity and Inclusion

Hertfordshire County Council is committed to making inclusion part of our DNA, both as a large employer of people and as a provider and commissioner of services.

We strive to positively promote diversity and inclusion across the delivery of services and within our workforce. We want everyone at work, regardless of their background, identity or circumstances to have a sense of belonging to the organisation. We want all employees to feel valued, accepted and supported to succeed at work and reach their full potential. Our Diversity and Inclusion Strategy is available on the internal intranet or from your line manager.

Health and Safety

It will be the duty of every employee while at work to take reasonable care for the Health and safety of themselves and of other persons who may be affected by their acts or omissions at work.

Additional Information: Code of Practice on the English Language Requirements for Public Sector Workers

Public Authorities must ensure that all members of staff in customer facing roles, whatever their nationality or origins, are able to communicate the English language fluently with the general public, verbally and in written format (access needs will be met for those with a disability)