

Restoring Landscapes & Biodiversity after Rail Electrification



Project Officer

Restoring Landscapes and Biodiversity after Rail Electrification

Job Description

Job title:	Project Officer
Location:	Goring-on-Thames area (tbc)
Salary:	£27,000 - £29,000
Hours:	37.5 hours per week. Fixed term contract for five years. Requests for four days a week and flexible hours considered.
Reports to:	Project Manager (Restoring Landscapes and Biodiversity after Rail Electrification)
Responsible for:	Contractors, volunteers
Job purpose:	To work on the successful development and delivery of a project along the Great Western Railway through two Areas of Outstanding Natural Beauty (AONB) to conserve and enhance beautiful landscapes, wildlife and heritage.

Steel gantries and wires have been installed in the Chilterns AONB and North Wessex Downs AONB between Reading and Didcot as part of the Great Western Electrification Project.

This is a 5 year project, funded by Network Rail, to restore natural beauty in this landscape and address the impact of the electrification on local communities and the visitor economy.

A fund of £3 million will be spent on landscape enhancement projects within the wider corridor of the rail electrification works of the North Wessex Downs and Chilterns AONBs. A further £750,000 will be spent planting thousands of line-side trees



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and creating habitats to help screen the rail electrification works.

The project will involve working with the local community, landowners and partners to forge collaboration between stakeholders on a landscape-scale project. The project is expected to deliver a lasting positive legacy for the rail corridor affected by the Great Western Electrification Project.

The project is recruiting two members of staff:
a Project Manager and Project Officer.

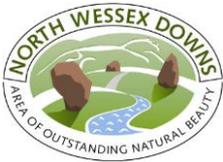
The Project Officer will have proven knowledge and experience of two or more of the following:

- Landscape issues and landscape-scale conservation
- Practical conservation management
- Effective people engagement skills, including with farmers and other landowners / managers / agents
- Tourism and access projects
- Arts, culture, community projects
- Heritage conservation/ historic environment projects

The Project Manager will line-manage the Project Officer, and manage any other project staff, volunteers and contractors who are needed at the project development or implementation stages to deliver the project aims.

Key accountabilities:

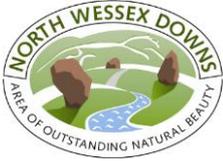
1. Work closely with the Project Manager to ensure successful delivery of the Project.
2. Work with the project Steering Group which will direct the Project. This will be made up of a representative from three organisations: the Chilterns Conservation Board, the North Wessex Downs AONB Partnership and the Railway Action Group which represents the local community affected by the works.
3. Assist with around six meetings a year of the Steering Group to develop and approve schemes to be funded by the Project and present updates on Project progress. Liaise with the Steering Group between meetings as necessary to ensure their active involvement.



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4. Develop the Project, its aims and delivery mechanisms in a Project Plan (led by Project Manager), taking into account local circumstances and identifying opportunities to maximise the impact of the Project. This may involve, for example, employing further staff, contractors and volunteers, or providing grant funding to delivery organisations.
5. Enthuse, inspire and build working relationships with a new network of landowners, local residents and stakeholders committed to landscape-scale conservation and AONB enhancement in the rail corridor.
6. Establish effective collaboration with local landowners, Parish and Town Councils, NGOs and other partner organisations and stakeholders to achieve successful delivery of the Project and secure its long-term legacy.
7. Develop and deliver inspiring presentations on the project, inviting farmers, private landowners, residents and other stakeholders to contribute ideas and local knowledge, and to help develop and deliver projects in the rail corridor. Build awareness and a positive reputation for the Project through establishing a local presence in the area and taking opportunities to participate in local events and networks.
8. Secure landowner commitment, permissions and agreements to practical projects on their respective landholdings.
9. Harness opportunities for new and increased investment in the rail corridor by using the fund to lever in additional resources in support of the aims of the Project.
10. Work with landowners and other recipients of project funding. Provide support to ensure all Delivery Agreements and Professional Services Agreements are delivered on time and on budget.
11. Recruit and supervise any volunteers who work on the Project. Establish and deliver good practice in involving, recognising and rewarding volunteers.
12. Appoint and supervise (with Project Manager) any contractors who work on the project.
13. Help set up a small office for the Project in suitable premises within the project area.
14. Ensure timely provision of data for reporting to the Steering Group, Chilterns Conservation Board meetings, and annual end of year reporting to Network Rail.
15. Ensure proper financial management. Manage budgets and procurement appropriately and according to financial regulations. Authorise spending within

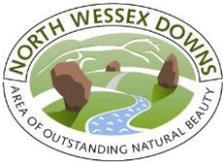


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limits agreed by the Steering Group. Work with the Chilterns Conservation Board's administration officer to make payments and purchases for the Project, and with the Chilterns Conservation Board's finance officer on managing the fund and its expenditure over the lifetime of the Project.

16. Communicate and promote the Project aims, scope and opportunities via a Project webpage and using traditional and social media platforms. Publicise and celebrate Project results, including providing material for relevant internal and external publications, such as newsletters and magazines.
17. Ensure all work meets with legal requirements, including health & safety, and that required policies and procedures are followed.
18. Share learning with colleagues, partner organisations and across the sector where appropriate.
19. Work flexibly and responsively in line with CCB organisational requirements appropriate to the post.
20. Work closely with staff of the Chilterns Conservation Board and North Wessex Downs AONB unit where appropriate to further the aims of the project.



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Person Specification

Experience and knowledge

Essential

- Experience of developing and delivering projects, preferably in the environmental sector
- Experience of establishing effective partnerships with a wide variety of organisations and stakeholders
- Proven knowledge and experience in two or more of the following:
 - Landscape issues and landscape-scale conservation
 - Practical conservation management
 - Successful track record of engaging effectively with farmers and other land owners/ managers/ land agents
 - Tourism and access projects
 - Arts, culture, community projects
 - Heritage conservation/ historic environment projects

Desirable

- Knowledge of the Chilterns and North Wessex Downs AONBs
- Successful track record of delivering publicly funded projects
- Experience of working closely with contractors to achieve desired outcomes on time and within budget
- Knowledge of nationally protected landscapes.

Skills and abilities

Essential

- Excellent written and verbal communication and negotiation skills
- Ability to inspire and enthuse
- Strong organisational skills
- Ability to work under pressure and meet deadlines
- Strong relationship development skills
- Ability to lead volunteers and ensure that tasks are completed satisfactorily and that volunteers are engaged in a meaningful and enjoyable experience
- Ability to give effective presentations to a wide variety of audiences

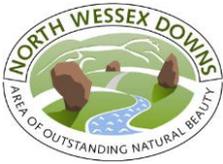
Desirable

- Ability to prepare detailed reports, project proposals and project plans
- Ability to prepare project costings
- Ability to create and edit webpages
- Ability to use Geographical Information Systems (ArcView)

Education and Qualifications

Desirable

- Qualification in a relevant discipline



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Personal Qualities

Essential

- Enthusiasm for conserving and enhancing beautiful landscapes, wildlife and heritage
- Ability and willingness to spot and take advantage of project opportunities
- Flexible attitude to work
- Highly collaborative, team player
- An ability to complete tasks on budget and on time



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Summary of Terms and Conditions of Employment

1. The employer is the Chilterns Conservation Board, Chilterns AONB Office, 90 Station Road, Chinnor, Oxfordshire, OX39 4HA.
2. To embed the Project in the Project area, the post will be based in small premises in the Goring-on-Thames area of South Oxfordshire. Home working or hot-desking at CCB offices or North Wessex Downs AONB offices will be alternatives available to suit diary commitments. The Project will supply a new work laptop to the postholder.
3. The post is offered as a fixed term contract for five years, with a six month probation period.
4. Working hours are 37.5 hours per week. In addition, attendance will be required at occasional evening meetings and at week-ends. No overtime is payable but time off in lieu can be taken.
5. The post holder must be able to visit sites across the project area (a roughly 12 mile stretch between the outskirts of Reading and the outskirts of Didcot) and attend meetings in other locations. There is a mainline station at Goring. The postholder will be entitled to claim travelling and subsistence expenses incurred in the course of work in accordance with CCB's policy.
6. All employees are expected to comply with Chilterns Conservation Board's terms and conditions, rules, policies, procedures, codes of conduct, values, quality standards, authorisation processes, risk management policies etc. and relevant external regulations.
7. The basic annual leave entitlement will be 26 days plus public / bank holidays pro rata.
8. The Board is a member of the Buckinghamshire County Council Local Government Pension Scheme.

This summary is for information only and does not constitute a contractual agreement.