

Northumberland County Council

JOB DESCRIPTION

Post Title: Farming in Protected Landscapes Assistant	Director/Service/Sector: Planning/Conservation/NCAONB		Office Use
Band: 5	Workplace: Lionheart Depot, Alnwick		JE ref: 4340 HRMS ref:
Responsible to: AONB Nature Recovery & Farm Advisory Officer	Date: 04/08/2023	Manager Level: Band 7	
Job Purpose: Working as part of the AONB Partnership staff team to conserve and enhance the special qualities of the Northumberland Coast AONB. The postholder will work with Defra and its agencies, farmers and landowners and local communities to deliver Defra's Farming in Protected Landscapes (FiPL) programme.			
Resource	Staff	trainees, student placements and volunteers	
	Finance	Assisting to administrate £300K grant scheme	
	Physical	Use of fleet vehicles and survey/monitoring equipment	
	Clients	Farmers and landowners, Defra agencies, consultants, volunteers, local people, visitors, Parish Councillors, elected members	
Duties and key result areas:			
<ol style="list-style-type: none"> 1. To assist the Nature Recovery & Farm Advisory Officer and provide advice to farmers and landowners to develop and support applications to the Farming in Protected Landscapes (FiPL) programme and agri-environment schemes and to provide a point of contact between the AONB Partnership and potential applicants to the FiPL programme. 2. To undertake site visits, meetings with farmers, farm surveys, FiPL application preparation and scoring assessments, producing maps, presentation of applications at FiPL meetings, compiling project costings & contractor quotations, checking on project progress, and producing project summaries. 3. To maintain accurate project and application documentation working with the FiPL Officer and FiPL Finance Officer. 4. To help promote the FiPL programme working with the AONB Communications Officer, including helping with farmer events and demonstrations. 5. To maintain up-to-date knowledge of wildlife and countryside management issues, Defra grants, best advice, and working practices to be able to advise and guide the AONB landowners and farmers, AONB Partnership, partners, media and local communities. 6. To attend and contribute to regional and national FiPL events and communications as these occur. 7. To undertake surveys relating to FiPL funded or Defra funded projects where appropriate (biodiversity, habitats, land use) 8. To contribute to and support the work of the AONB Partnership and staff team. 			
The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.			
Work Arrangements			
Transport requirements:	Travel to work sites, area offices, meetings or other venues throughout the County and region and further afield on occasion.		
Working patterns:	May include weekends and evenings. A split of office and outdoor, site-based work.		
Working conditions:	Both indoors in an office environment and working outdoors in all weathers and remote locations for prolonged periods		

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PERSON SPECIFICATION

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Essential	Desirable		Assesses by
Qualifications and Knowledge			
<ul style="list-style-type: none"> • A degree in conservation, ecology, agriculture, environmental management or related subject or suitable work experience in the subject area. • Knowledge of nature conservation, agriculture and countryside policy and practice especially relating to the coast and protected landscapes 	<ul style="list-style-type: none"> • Knowledge of coastal habitats and species • Competent in the use of GIS applications (ArcGIS/QGIS) 	A, I, R, T	
Experience			
<ul style="list-style-type: none"> • Providing advice to farmers and landowners, and land managers • Experience of nature conservation at a practical level • Practical application of a range of countryside management and biodiversity techniques 	<ul style="list-style-type: none"> • Community engagement and consultation • Experience of working in a designated landscape • Dealing with a broad range of people, but particularly rural communities and their representative organisations • Experience of undertaking ecological surveys, and report writing or grant applications 	A, I	
Skills and competencies			
<ul style="list-style-type: none"> • Excellent written and verbal communication skills and the ability to interact with a broad audience, especially farmers and landowners, government agencies, partners, visitors and communities. • Ability to multi-task effectively as often several projects will be running at the same time. • Ability to remain professional, calm and logical in difficult and challenging situations if these arise. • Ability to work as part of a team but also to work with limited supervision, managing their own workload under direction of FIPL/AONB officer and using their initiative to an appropriate degree. Some time will be working from home, other times will be lone working, and at other times in a busy office. • Competent in the use of Office 365 and other IT packages such as Excel • Full driving licence and access to own vehicle 	<ul style="list-style-type: none"> • Creative and imaginative approach to problem-solving • Species identification skills ie farmland birds, habitats • Experience in social media / wide variety of social media 	A, I, T	
Physical, mental, emotional and environmental demands			

<ul style="list-style-type: none"> • Public consultation could result in potential conflict as a result of competing interests • Working outdoors in challenging environments and weather conditions. • Lengthy periods of concentration and commitment required as will likely be involved in several FiPL projects at the same time and as deadlines for application and funding window closes 		A, I
Motivation		
<ul style="list-style-type: none"> • Highly motivated to conserve and enhance the special qualities of the Northumberland Coast AONB particularly the natural environment and ensure the success of the FiPL programme and its outcomes. 	A personal interest and commitment to the management coastal protected areas	I
Other		
Full driving licence Be able to meet the travel requirements of the post		A

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits