

**Northumberland County Council
JOB DESCRIPTION**

Post Title: Coast and Countryside Apprentice		Director/Service: Corporate Resources – Planning & Economy	Office Use
Band: National Apprenticeship Pay Framework			JE ref:
Responsible to: AONB Volunteering and Access Officer		Workplace: Alnwick	HRMS ref:
Job Purpose: Working alongside the AONB Volunteering and Access Officer and the AONB Nature Recovery and Farming Officer, the Coast and Countryside Apprentice will be carrying out environmental, conservation and access projects at a wide range of sites across the Northumberland Coast Area of Outstanding Natural Beauty. The role will also involve working alongside volunteers from the AONB Coast Care initiative. The Coast and Countryside Apprentice will be able and willing to work outdoors, in a variety of locations, year-round, working as part of a team or alone. Positive communication with AONB staff, volunteers, farmers and landowners and members of the public will be expected. There will be opportunities to work alongside the Space for Shorebirds initiative and the Council's Rights of Way teams			
Resources			
Staff	Volunteers		
Finance	None		
Physical	Contribute to the efficient and effective running of the Coast Care initiative and Farming in Protected Landscapes programme.		
Clients	Day to day involvement with clients, the AONB staff team, volunteers, farmers and landowners, parish councillors and members of the public.		
Duties and key result areas: Undertaken individually or as part of a team, these are examples of the nature and level of those expected to be undertaken by the postholder. You will undertake apprenticeship training to enable you to develop into the below responsibilities:			
<ol style="list-style-type: none"> 1. To undertake and successfully complete the End Point Assessment of the apprenticeship standard. 2. Provide support to the Coast Care initiative and the AONB Volunteering and Access officer 3. Provide support to the AONB Nature Recovery and Farm Advisory Officer as required (such as ecological surveys, data collection) 4. Undertake practical conservation tasks including woodland and hedge planting, grassland management, invasive species control and similar projects 5. Maintain and upgrade access for walkers, cyclists and horseriders on routes, open countryside and the beach including footpath repair, signage and waymarking 6. Maintain and construct new boundaries including fencing, dry stone walling and hedges 7. Undertake survey and monitoring of habitats and species on farms and the wider countryside 8. With training and experience, supervise volunteer tasks and be responsible for their health and safety 9. Assist in the organisation of events and activities. 10. Undertake any other duties and responsibilities consistent with the nature, level and grade of the post. 			
The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Postholders 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			
Physical requirements:	Manual handling and heavy physical activity on a daily basis.		
Transport requirements:	Driving ability desirable.		
Working patterns:	37 hours per week. Normal standard hours but with a willingness to work outside these hours during busy periods.		
Working conditions:	Required to work outdoors throughout the year.		

PERSON SPECIFICATION

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Essential	Desirable	Assess by
Qualifications and Knowledge		
<ul style="list-style-type: none"> Grade 4 (c) GCSE Maths & English (or equivalent) A good general education demonstrating numeracy and literacy. An initial assessment may be carried out <p>(For those with an education, health and care plan or a legacy statement, the apprenticeships English and maths minimum requirements are Entry Level 3, and the British Sign Language qualification is an alternative to English qualifications for apprentices for whom this is their primary language)</p>	<ul style="list-style-type: none"> AS/A Levels Knowledge of the countryside and farming 	<p>Application</p> <p>Interview</p>
Experience		
<ul style="list-style-type: none"> No previous experience required 	<ul style="list-style-type: none"> Experience working in a similar role or working for a local authority Voluntary or paid experience management or a similar discipline 	<p>Application</p> <p>Interview</p>
Skills and competencies		
<ul style="list-style-type: none"> Good organisational, problem solving and planning skills Communication and interpersonal skills Ability to be flexible 	<ul style="list-style-type: none"> Customer care skills Team working, or can demonstrate working in teams 	<p>Application</p> <p>Interview</p>
Physical, mental and emotional demands		
<ul style="list-style-type: none"> The work is physically demanding and entails prolonged periods of standing, pushing, stretching, bending, lifting heavy components and working in a constrained position, in, around and under a range of vehicles. There is some work at height and work is routinely out of doors in all weather conditions. Work on tasks that could require prolonged periods of concentration. 		<p>Application</p> <p>Interview</p>
Personal attributes		
<ul style="list-style-type: none"> Motivation Willingness to work Reliable, good time keeping 	<ul style="list-style-type: none"> Ability to work as a team member 	<p>Application</p> <p>Interview</p>
Other		
<ul style="list-style-type: none"> Committed to Equality and Diversity and Safeguarding Committed to Health and Safety and client confidentiality Committed to providing a quality administrative support Committed to the Values & Vision of Northumberland County Council 	<ul style="list-style-type: none"> Full clean driving license with the ability to drive Able work outside of normal office hours 	<p>Application</p> <p>Interview</p>

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