

Northumberland County Council
JOB DESCRIPTION

Post Title: Student National Landscape Project Officer		Director/Service/Sector , Planning and Economy, National Landscape		Office Use
Grade: Band 3		Workplace: Lionheart Depot		JE ref: 4643 HRMS ref:
Responsible to: National Landscape Manager		Date: July 2026	Manager Lever:	
Job Purpose: To assist the National Landscape team in the design and implementation of a range of projects across the protected landscape. To promote the conservation and enhancement of the National Landscape through assisting with events and volunteer activities.				
Resources	Staff	None		
	Finance	None		
	Physical	Responsible for supporting contracts which will deliver capital works and site improvements to natural and cultural sites across the National Landscape Shared responsibility for the physical resources used by the team including work stations, IT hardware and software, tools, equipment, plant and vehicles..		
	Clients	involvement with partner organisations, community organisations, funders, the National Landscape Partnership, national colleagues, elected members, parish councillors and members of the public. Assisting with increasing access and breaking down barriers to engagement in order to involve a wider and more diverse audience in the National Landscape		
Duties and key result areas: 1. Assist in the delivery of a range of projects across the National Landscape 2. Learn from other projects and best practice in the UK and beyond, share this learning with others in the project partnership and the National Landscape 3. Assist with project communications (with support from Communications Officer) 4. Assist with consultation events, working with project consultants, to ensure a wide range of people have the opportunity to contribute to project design and delivery 5. Support engagement activities including leading some face-to-face activities. 6. undertake patrols around the National Landscape, reporting on issues such as maintenance required, fly tipping, Health and Safety, visitor use and wildlife observations. 7. Lead volunteer groups, organise and undertake volunteers' sessions. Instruct volunteers to use survey apps, tools and equipment. 8. Assist with the administration of the volunteer group including the volunteer recruitment process 9. To undertake maintenance tasks on access routes and other areas 10. To assist with the delivery of events and activities 11. To use and maintain grounds maintenance equipment, using both hand tools and mechanical tools. 12. To operate supplied vehicles, trailers and other equipment 13. To ensure that all activities undertaken are carried out with regard to health and safety regulations and procedures, and environmental considerations. 14. To design and manage small capital projects that improve accessibility for visitors to the coast 15. To assist with ecological and other monitoring observations, e.g habitat and species surveys, overseeing citizen science projects				

16. To undertake training as necessary and contribute to the development of the National Landscape Team.
17. To assist in the provision of information and advice to visitors to enhance their enjoyment and understanding of the National Landscape
18. To undertake other duties within the responsibility level of the post as may be directed.

Work Arrangements

Transport requirements:

Working patterns:

Working conditions:

The work will involve visits to sites throughout the National and occasionally further a-field
Flexi hours. However, there may be occasions when the post holder will be required to attend at
times and/or locations outside normal working arrangements.

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PERSON SPECIFICATION

Post Title: Student National Landscape Project Officer		Director/Service/Sector Planning and Economy, National Landscape		Ref: 4643
Essential		Desirable		Assess by
Knowledge and Qualifications				
- Working towards obtaining a professional degree within and environmental field - Knowledge of the operational, procedural and practical issues relating landscape and nature recovery		Knowledge of how local government works and the challenges facing it.		
Experience				
- Practical experience in nature conservation or rural skills. - Practical experience in engaging effectively with others.				
Skills and competencies				
- Interest in wildlife and nature conservation and countryside recreation and access. - Honest, conscientious and able to deal with the public without close supervision. - Pleasant, friendly manner. - Good verbal communication skills and accurate record keeping. - Well-motivated and hard working. - Ability to demonstrate initiative and contribute ideas. - Physically fit and willing and able to work outdoors.				
Physical, mental and emotional demands				
- Standing, sitting or walking long distances on a daily basis including extensive lifting, pulling and pushing. Need to remain alert for moving vehicles and other potential hazards. - Willing and able to work alone. - Willing and able to work outdoors in all weathers. - Able to deal with customer queries. - Willingness to work weekends and Public Holidays, as required. - Willingness to attend training and development courses and meetings				
Other				
Ability to meet the transport requirements of the post.		A car driver is desirable as contact with partners, members and colleagues county-wide may be necessary.		

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