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KENT COUNTY COUNCIL
[Growth, Environment and Transport]

Job Title:

Voluntary Trainee Partnership Officer - North West Kent Countryside Partnership

Responsible to:

Mary Tate, Partnership Manager

General Information:

A Voluntary Trainee Partnership Officer is required to assist with relevant projects at North West Kent Countryside Partnership (NWKCP).

This role will require the successful candidate to work 3 days a week for approximately 6 months, however this is negotiable.

The role is voluntary, but NWKCP has a budget for training and expenses, and this training together with the experiences gained should aim to equip the Trainee with the appropriate skills and work experience to gain future employment in Countryside Management or a related field.

Job Purpose:

To help implement the Vision of the Partnership;

'Supporting you to enhance, conserve, explore and enjoy your countryside'.

To assist the partnership teams in:

1. Enhancing, restoring and creating connected wildlife habitats.
2. Improving and promoting countryside access and informal outdoor recreation.
3. Providing biodiversity and land management advice and practical action.
4. Delivering environmental education.
5. Delivering practical conservation work.
6. Delivering environmental wellbeing projects.

Accountabilities

- 1) To assist the partnership officers with practical conservation work by:
 - Helping with community events.
 - Helping with wellbeing projects.
 - Project administration.
 - Compiling survey data.
 - The delivery of awareness raising events and writing awareness raising material.
 - Helping with volunteer practical conservation days.

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- 2) To promote the work of the partnership through press releases, leaflets, social media, presentations and site visits.
- 3) To assist with the administration of the office, answering the telephone and assisting with computer-based tasks.

Behaviours Sought

- 'Can Do' Approach

Displays positive flexible attitude. Adapts readily to changing circumstances and actively looks for ways to achieve desired outcomes and overcome problems.

- Teamwork and co-operation

The ability to work co-operatively with others as part of a team, as opposed to working separately or competitively. It includes recognising the validity of others' viewpoints.

- Partnership Working

A willingness to work with others outside our traditional team and professional boundaries towards shared goals. The ability to build and maintain networks of contacts with people in order to work co-operatively. It implies adopting creative and innovative approaches and supporting others' initiatives as well as influencing others to support the [wider] Council agenda.

Person Specification

EXPERIENCE AND KNOWLEDGE	<ul style="list-style-type: none">• Some ecological surveying experience.• General knowledge of wildlife/countryside management, ideally with a relevant qualification.• Some hands-on practical conservation experience.
SKILLS AND ABILITIES	<ul style="list-style-type: none">• Good communication skills (written and verbal).• Good I.T abilities and confidence/experience with using Microsoft Office packages especially Word, Publisher and Excel software programs.• The ideal candidate will have the ability to drive and hold a full UK driving licence.
PERSONAL QUALITIES	<ul style="list-style-type: none">• Flexible.• Willingness to learn new skills and enthusiastic.• Ability to work within a team as well as on one's own initiative.• Reliable.

N.B. Some out-of-hours working may be required and potentially sometimes in remote locations.

This post may be subject to a DBS check.

The Volunteer Trainee Partnership Officer will be encouraged to play a full role in the partnership. Working with other staff and volunteers, the trainee will be given responsibilities according to interest and ability.

Together with appropriate training, these responsibilities should aim to equip the trainee with appropriate skills and work experience to gain employment in Countryside Management or a related field.

This volunteer post will be delivered over approximately 6 months working 3 days a week. However, this is flexible and working days, start and end dates can be discussed and negotiated within reason.