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| **JOB PACK** |

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| **IDENTIFICATION OF JOB** |
| **Job Title** | Wilder Horsham District – Landowner Advisor |
| **Department** | Conservation Policy and Evidence |
| **Responsible to** | Wilder Landscapes Officer |
| **Responsible for** | Community Support Officer - Wilder Horsham District |
| **Overall purpose of job** | To work with others to establish a Nature Recovery Network in Horsham District |

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| **KEY MEASURES OF PERFORMANCE** |
| * Number and area of landowners advised
* Number & location of community groups and advised
* Number & location of ecological connections / enhancements created
* Effective management of Community Support Officer
* Effective messaging of WHD activities
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| **REMUNERATION** |
| **Job Grade** | B4 |
| **Salary Band** | £27,822.87 |

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| **DOCUMENT INFORMATION** |
| **Created** | March 2020 |
| **Last revision** | N/A |

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| **EMPLOYEE SIGNATURE** |
| **I confirm acceptance of the duties detailed in this Job Pack** |
| **Employee Name** |  |
| **Signature** |  |
| **Date** |  |

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| **JOB DESCRIPTION** |

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| **Main Responsibilities** |
| **MAIN RESPONSIBILITIES**1. To be an advocate for nature’s recovery in Horsham District
2. Work with others to create a ‘Nature Recovery Network’ in Horsham District
3. Work closely with Horsham District Council ‘Parks and Countryside’ Team to integrate HDC land into the Nature Recovery Network
4. To add value to the work of a range of organisations and networks already acting for wildlife in Horsham District
5. To inspire, advise and encourage landowners on what they could contribute to the Nature Recovery network
6. To inspire, encourage and advise communities in their contribution towards the Horsham District Nature Recovery Network
7. To share information with project participants of relevant land management grants and incentives
8. To support communities and landowners in the delivery of Nature Recovery Network interventions through the project
9. To present ‘Wilder Horsham District’ to a variety of audiences
10. To work with Horsham District Council to allocate Wilder Horsham District Nature Network Award Scheme
11. To develop evidence and interpretation for advising participants of the Wilder Horsham District Project
12. To ensure the professional and effective running of the landowner engagement aspects of Wilder Horsham District project including developing monitoring and measurables for the project and participating in regular Wilder Horsham District steering groups.
13. To ensure financial and Health and safety compliance for all associated activities
14. To manage the WHD Community Support Officer (2 days per week)

  **SHARED RESPONSIBILITIES – general**To carry out all other such duties as may from time to time be determined by the SWT Chief Executive, Director of Conservation Policy and Evidence |
| The above list should not be regarded as exhaustive as staff may be required to carry out other such duties which may from time to time be determined by the Trust |

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| **PERSON SPECIFICATION** |

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| **Experience**  | ***Essential*** | ***Desirable*** |
| Ecological Advice to landowners | x |  |
| Ecological advice to communities | x |  |
| Working with volunteers | x |  |
| Project Management | x |  |
| Inspiring stakeholders | x |  |
| Health and Safety in an environmental context | x |  |
| Local Authority Policies and processes |  | x |
| Working with contractors | x |  |
| Neighbourhood Planning processes |  | x |
| Staff Management |  | x |
| Delivering ecological enhancements | x |  |

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| **Knowledge** | ***Essential*** | ***Desirable*** |
| Cluster Farms | x |  |
| Environmental Land Management schemes and incentives | x |  |
| Natural Capital & Biodiversity net gain | x |  |
| Nature Recovery Networks | x |  |
| Health and Safety Procedures | x |  |
| Funding mechanisms for Community environmental work |  | x |
| Natural flood management |  | x |
| Species as ecosystem engineers |  | x |
| Local Wildlife Sites & Local Authority sites management |  | x |

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| **Skills** | ***Essential*** | ***Desirable*** |
| Public Speaking and community engagement events | x |  |
| IT including GIS | x |  |
| Communication on ecological issues | x |  |
| Partnership working | x |  |
| Practical Nature Conservation Management | x |  |
| Chainsaw licence |  | x |
| First Aid |  | x |

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| **Personal Qualities** | ***Essential*** | ***Desirable*** |
| Personable | x |  |
| Imaginative approach to environment and landscape management |  | x |
| Ability to work at a site and landscape scale |  | x |
| Organised | x |  |

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|  **JOB SPECIFICATION** |

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| **Work Complexity** |
| * More complex than routine
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| **Competence/Technical Skills** |
| * Relevant qualification (specific to role) or substantial related experience
* Manages internal policy implementation
* Responsible for management of land and/or the implementation of H&S requirements
* Day to day supervision of staff and volunteers
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| **Management Responsibilities**  |
| * Day to day supervision of staff and volunteers
* Works in conjunction with other departments
* Contributes to management of land and/or the implementation of H&S requirements
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| **Level of Decision Making** |
| * Considerable responsibility and autonomy
* Moderate impact of decisions internally and externally
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| **Budgetary Responsibility** |
| * Contributes to the planning of a budget
* Contributes to the monitoring of a designated budget
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| **Communication & Customer Contact** |
| * Deals with a variety of contacts at varying levels
* Addresses people in challenging situations
* Provides an advisory service on complex queries
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| **Miscellaneous** |
| * Full current driving licence required as may need to visit other SWT locations not easily accessible by public transport
* In order for the organisation to work effectively you may be required to assist with other areas of work and therefore you should be prepared to undertake other duties appropriate to the post as delegated by the Chief Executive or Director of
* All staff are required to abide by organisational policies and procedures.
* Occasional early evening or weekend work may be required to deliver specific planned events (include/change as appropriate)
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