

Cotswolds Conservation Board

Cotswolds AONB Rail Corridor Enhancement Project



Job Description

Job Title:	Project Officer – Cotswolds AONB Rail Corridor Enhancement Project
Salary:	£25,416 to £26,969 pro-rata
Hours:	18.5 hours per week. Two year contract (with possible extension to three years). Flexible hours considered.
Location:	Cotswolds Conservation Board, Fosse Way, Northleach Gloucestershire GL54 3JH
Reporting to:	Planning and Landscape Officer
Responsible for:	Leading the development, management and delivery of the Cotswolds AONB Rail Corridor Enhancement Project.

Introduction to the Cotswolds Conservation Board

The Cotswolds Conservation Board is an independent organisation comprising 37 Board members nominated by the local authorities, parish councils and the Secretary of State, Defra. A small team of staff are employed by the Board, based at offices in Northleach, and supported by an extensive voluntary warden network. Funding for the Board's main budgets is provided through contributions from local authorities and Defra.

The Cotswolds AONB is the largest of 38 AONBs in England and Wales, covering 790 sq miles (2038 sq kms). It was originally designated in 1966 and then extended in area in 1990.

The Cotswolds Conservation Board has two purposes:

- to conserve and enhance the natural beauty of the AONB
- to increase the understanding and enjoyment of the special qualities of the AONB

In fulfilling these purposes the Board seeks to foster the social and economic well-being of people living in the AONB.

Background to the Cotswolds AONB Rail Corridor Enhancement Project

The Cotswolds AONB Rail Corridor Enhancement Project is a two year project which aims to address the adverse impacts of electrification works that have been carried out along a 10km section of the Great Western Main Line railway between Old Sodbury and Alderton in the South Gloucestershire section of the AONB.

The project will deliver schemes that mitigate – and compensate for – these adverse impacts and which contribute to the two statutory purposes of the Cotswolds Conservation Board (outlined above).

The electrification works were implemented by Network Rail in 2017 as part of the Great Western Electrification Project. The adverse impacts relate to the installation of gantries and other overhead line electrification equipment along the train line.

Network Rail has provided the Cotswolds Conservation Board with £500,000 to develop, manage and deliver this project. £250,000 will be spent on line-side planting and other schemes that help to mitigate the landscape and visual impact of the electrification works, within a 6km-wide corridor. The remaining £250,000 will be spent on schemes, across a wider area of the Cotswolds AONB, that compensate for the adverse impacts of the electrification works by contributing to the Board's statutory purposes. Most of this funding will be allocated through a grants programme.

The project is expected to deliver a lasting positive legacy for the rail corridor affected by the Great Western Electrification Project.

Background to the Project Officer post

The Project Officer will ensure that: the project is effectively designed and delivered to ensure maximum impact; external stakeholders are positively engaged; budgets and grants are managed effectively; the project is communicated effectively to key stakeholders; and reporting requirements to the relevant bodies are met.

Key responsibilities

Lead responsibility for:

1. Developing, managing, delivering, reviewing and evaluating the project.
2. Ensuring successful delivery of project outcomes, objectives and outputs, on time and on budget.
3. Managing, monitoring and reviewing project budgets (£500,000), including ensuring that expenditure keeps within the allocated budget.
4. Allocating, monitoring and coordinating the provision of grants and assessing grant applications.
5. Reporting on the project to the Board (including for the line manager, Chief Executive, Executive Committee and full Board meetings) and Network Rail.
6. Liaising, engaging, building working relationships and collaborating with – and providing advice to - land owners, land managers, local authorities, parish councils and other relevant stakeholders.
7. Securing landowner commitment, permissions and agreements to practical projects on their landholdings.
8. Identifying and targeting priority locations for project delivery.
9. Undertaking site visits to assess priority locations, schemes and grant allocation.

10. Undertaking outreach, engagement, awareness-raising and promotional work, including giving presentations, writing articles, publicising the project in local media and running promotional events.

Other

1. Liaise with the Cotswolds Conservation Board and its Members, the Chief Executive and Employees, Cotswold Voluntary Wardens and Project specific volunteers.
2. Carry out any other duties as may be determined occasionally, consistent with the principal responsibilities of the post.

Travel

1. The officer will be required to travel to sites across the Cotswolds AONB. The officer is expected to have the use of a vehicle for business purposes.

Conditions of Service

1. The Conditions of Service of the National Joint Council for Local Government Services.
2. The Local Conditions of Service are contained in a Staff Handbook.
3. The post is subject to two months' notice on either side.
4. Normal working week is 18.5 hours per week, from Monday to Friday, but flexible out of hours working in evenings and at weekends may be required in order to work with volunteers, farmers, land managers and communities for which there is time off in lieu.
5. Casual car user allowance payable.
6. The post holder will be required to comply with the Board's Health & Safety Policy.
7. The operational base will be the Board's offices at Northleach.
8. Employees are not permitted to smoke in office premises.

Person Specification

Requirements	Essential/ Desirable	Method of Assessment
Qualifications		
Relevant degree, diploma or equivalent	desirable	application/certificates
Relevant professional qualification	desirable	application/certificates
Experience		
Project and budget management (including initiating, developing, managing, delivering, reviewing and evaluating projects on time and on budget)	essential	application/interview
Engaging and working with landowners/managers and/ or other stakeholders to deliver conservation and landscape-focussed projects	essential	application/interview
Outreach, awareness-raising and promotional work	essential	application/interview
Running grants programmes, including assessing grant applications	desirable	application/interview
Securing landowner commitment, permissions and agreements to practical projects on their landholdings	desirable	application/interview
Skills		
Excellent people, project, data and financial management skills	essential	application/interview
Excellent level of written and oral communication skills, presentation skills and ability to network	essential	application/interview
Excellent outreach skills with the ability to positively engage with the landowning/managing community and other stakeholders.	essential	application/interview
Good level of IT skills including GIS (or similar)	essential	application/interview
Good organisational and time management skills	essential	application/interview
High level of initiative, flexibility and adaptability	essential	application/interview
Practical conservation and land management skills	desirable	application/interview

