



JOB DESCRIPTION

Job Title	Landscape Skills Project Officer		
Directorate	Climate & Place		
Reporting to	Landscape Project Manager		
Grade	12		
Evaluation ref:	AT1363	Job ref:	Family CCT12
Role purpose			
<p>To deliver the Landscape Management Skills Scheme (LMSS) project that will provide training in practical landscape skills in the Quantock Hills National Landscape and surrounding areas. The focus of this training is to support unemployed individuals and young people with introductory training in practical landscape skills, providing a pathway for trainees to progress to further training, certification, volunteering, or employment in this sector. Where budget allows, offer some trainees the opportunity to undertake certificated courses (provided externally) in skills such as first aid, or brush cutter.</p> <p>The Landscape Skills Project Officer will be required to organise and deliver a variety of appropriate practical training opportunities, including recruiting potential trainees to the scheme through social media, by collaborating with Somerset Council colleagues, as well as 3rd sector employment and skills organisations.</p>			
Responsibilities			
<ul style="list-style-type: none">• Develop and implement communications to promote and raise awareness of the LMSS project to potential trainees.• Collaborate with partner organisations to provide information on training opportunities, to tailor activities to client groups, and to source new trainees.• Develop a programme of interesting and seasonally appropriate practical countryside training activities.• Transport trainees to and from site using the minibus.• Deliver engaging practical training activities, safely and within budget.• Arrange external training and transport for certificated Emergency First Aid or basic machinery qualifications.• Follow up with trainees to advise on next steps (in conjunction with relevant partner organisation).• Develop and deliver safe working practices to underpin Health & Safety obligations.• Provide practical activities and pastoral support that motivates and inspires trainees to progress into further training, employment, or volunteering in practical landscape management.• Provide opportunities for trainees to embed skills through support to other projects and volunteering tasks.• Liaise with other AONB staff to identify synergies or potential collaborative work.			

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<ul style="list-style-type: none"> • Maintain logs for reporting, such as expenditure and project metrics providing regular updates to the Landscape Projects Manager and funders. • Liaise with landowners or managers regarding potential sites for practical training activities. • Create good working relationships with contacts from partner organisations. 			
Impact			
<ul style="list-style-type: none"> • Supports the delivery of a £65,000 project budget. • Postholder will be responsible for overseeing contracts for delivery of externally funded training, expected value £5,000. 			
Knowledge / Experience / Skills			
	Essential	Desirable	
Knowledge			
<ul style="list-style-type: none"> • Knowledge of safe working practices for using hand tools in an outdoor group setting. 	E		
<ul style="list-style-type: none"> • Knowledge of current biodiversity and landscape conservation practices that inform practical work. • Knowledge of the Quantock Hills. 		D	
Experience			
<ul style="list-style-type: none"> • Experienced and competent in a wide range of practical countryside skills such as hedge laying, tree planting, coppicing, and scrub control. • Physically able to work outdoors in a countryside environment; accessing remote sites that may only be accessible on foot, working in adverse weather conditions such as wind, rain, and hot/cold temperatures. • Experience of organising a practical work schedule of training activities. • Experience of training, motivating, and inspiring groups of people in a practical outdoor environment. 	E		
<ul style="list-style-type: none"> • Experience of working in partnership with other organisations that support people with employment and skills. • Experience of working with unemployed or disadvantaged people. 		D	

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<ul style="list-style-type: none"> • Experience of promoting events through social media and other e-communications. • Experience of providing basic advice on careers in countryside skills work. • Experience of organising volunteers and events. 			
Qualifications / Registrations / Certifications			
<ul style="list-style-type: none"> • GCSE Maths and English (grade C/4 or above) or equivalent. • Driving licence including D1 entitlement (minibus). 	E		
Skills			
<p>Excellent interpersonal skills to train, motivate, and inspire trainees.</p> <p>Able to be responsive to the pastoral needs of trainees from a wide range of backgrounds.</p> <p>Excellent communication skills to collaborate with other organisations or land managers to source training sites.</p>			
Working Conditions			
Requirement to work outside in a countryside environment for significant proportion of time. Some lone working and on-site visit/site meetings required.			
Working Arrangements			
<p>Somerset Council's dynamic Working Strategy will be applied to this position.</p> <p>There is a requirement to work occasional evenings and/or weekends – around once a month.</p> <p>There may be a requirement to start early in the morning to transport trainees.</p> <p>The main body of work will occur within normal daytime working hours.</p>			
Corporate Responsibilities			
Understand, uphold, and promote the aims of the council's equality, diversity, and inclusion policies; health, safety and wellbeing of self and others; and Organisational values in everything you do. Equality and Diversity practice covers both interaction with staff, service users and communities and includes challenging discrimination and promoting equality of opportunity for all.			