



Do you want to make a difference to North Northamptonshires Natural capital provision? Do you want to be involved in delivering a variety of habitats and ensuring people can move sustainably. This role is for an enthusiastic innovative person that can deliver on the above, use a network of organisations to help, liaise with landowners and ensure that funding is available to make it all work together.

Job Title:	Senior Project Officer – Ise Initiative and Forest for Life
Salary:	£26,000 - £29,000 Fixed term contract for two years with an option to extend depending upon funding potential for extension based upon funding
Benefits:	37 hour working week (flexible working available) Four weeks annual leave plus Bank Holidays Employer Pension Scheme
Team:	River Nene Regional Park
Location:	River Nene Regional Park Offices, The Business Exchange, Rockingham Road, Kettering, Northants, NN16 8JX
Hours:	Full time - average of 37 hours per week. The post holder must be available to work flexibly, including evening and weekend working, for which time off in lieu will be given. There exists an opportunity for this position to accommodate a job share situation with the post split between the two projects.
Responsible to:	RNRP Chief Executive & Ise Partnership (working group of the Nene Valley Catchment Partnership) and the Forest for Life Steering Group (which will need to be reconvened).

Our organisation

The River Nene Regional Park (RNRP) is a Community Interest Company whose focus is on the development and co-ordination of environmental partnership initiatives, which also have associated social and economic benefits that are a fundamental part of Northamptonshire’s established green infrastructure network. In addition to having established a countywide green infrastructure network, which is at the heart of the Strategic Plans for North and West Northamptonshire.

RNRP is also host of the Nene Valley Catchment Partnership, one of 107 catchment partnerships established under the Governments Catchment Based Approach (CaBA) and supports the activities of several (thematic or geographic) working groups that develop and deliver initiatives to support and improve the natural environment and the communities that depend upon it.

RNRP also has a place on the Local Nature Partnership Board (LNP), which is supported by the Department of Communities and Local Government and reports directly to the Northamptonshire Leadership Group. At its inaugural meeting, one of the LNP’s top ten priorities was to support WFD objective based initiatives, as well as to support and extend the Forest for Life, a landscape scale RNRP project.

For more information on the River Nene Regional Park, our governance, projects, news and what we do, please visit our website on www.rnrp.org

PRINCIPAL DUTIES:

1. Project Development and Delivery

- Responsible for the delivery of certain projects in the Ise Valley - supports, oversees and coordinates the activities of delivery partners for other projects; ensures that agreed outputs are achieved within agreed timescale and budgets in accordance with the provisions of Ise Strategic Plan and the Nene Integrated Catchment Management Plan.
- Responsible for management and delivery of the Forest for Life initiative working closely with public, private and voluntary sector partners.
- Develop monitoring; evaluation frameworks and protocols as agreed with partners, delivery partners and funders.

2. Budget/Fundraising

- Engage and work with stakeholders, partners and funding agencies to secure funding throughout project delivery.
- Produce and present reports (including progress reports) to the Ise Partnership Working Group to ensure the delivery of projects as set out in the Ise Strategic Plan; report to and seek instruction from line management.
- Present reports to the Forest for Life Steering Group to deliver the core aims of the project.
- Manage and be responsible for Project budgets and provide financial monitoring.
- Negotiate and let contracts and oversee implementation and completion.
- Prepare and coordinate financial information as may be needed to facilitate project work and coordinate the gathering of information about the progress of project works and the engagement of people through those works.
- Manage and be responsible for all necessary reporting.

3. Coordination

- To broaden and strengthen partnership to ensure equitable representation across sectors and interests.
- To agree governance structures with partner organisations and ensure that good working and implementation plans are in place.
- Work with funding bodies and sponsors; Government Offices, Local Authorities, heritage organisations, private businesses as appropriate.
- Provide support and guidance to other organisations, stakeholders and partners as appropriate, to ensure achievement of targets.
- Arrange meetings, events and activities relating to the projects, and attend meetings and undertake actions as appropriate.

4. Other Duties

- Administer own work, files and records, attend and contribute to team meetings. Undertake funding and monitoring reports as required.
- Supervise consultants in the delivery of their contracted work.
- Health & Safety: Observe RNRP policies at all times including the Health & Safety Policy, undertake Risk Assessments for sites and activities, COSHH assessments and adherence to Safeguarding Children and Vulnerable Adults Policy and Volunteering Policy.
- Equal opportunities: To work at all times within the RNRP's Equal Opportunities Policy and to promote equal opportunities.
- Undertake any other duties, as appropriate to the post, as delegated by their line manager.

An element of this job will include lifting and carrying heavy objects.

The post will involve travel – the post holder will need to have access to a vehicle, with insurance to cover travel for work purposes, to be able to travel to a range of sites with little or no public transport for which mileage will be reimbursed

SENIOR PROJECT OFFICER – Ise and Forest for Life – Person Specification

Knowledge & Qualifications Requirements	
<i>Essential</i>	<i>Desirable</i>
<ul style="list-style-type: none"> - Good working knowledge of the principles and practice of green infrastructure, environmental and land use management and climate mitigation - Qualified to degree level or equivalent 	<ul style="list-style-type: none"> - Degree in environmental sciences, planning or a related subject - Related post graduate degree or diploma - Membership of a relevant Professional Institute
Experience Requirements	
<ul style="list-style-type: none"> - Relevant experience in planning riverine, environmental or countryside work - Excellent communication skills (written and oral) - Natural Capital project delivery 	<ul style="list-style-type: none"> - Experience of the delivery of Water Framework Directive and Diffuse Water Pollution Plan objectives and habitat management - Experience of partnership working, project and financial management - Experience of working in, or with, the public, private and third sectors - Experience of woodland creation and EWGS and carbon code - Experience in principled negotiation techniques
Skills / Abilities	
<ul style="list-style-type: none"> - Good interpersonal and high level of written and oral communication and numeracy skills - Proficiency in the use of Microsoft Office - Ability to monitor project milestones and budgets - Ability to develop and sustain effective working relationships - Ability to attend meetings and site visits in urban, countryside, remote and occasionally uneven terrain - Hold a valid UK Driving Licence and have access to a car for meetings and site visits 	<ul style="list-style-type: none"> - Ability to identify sensitive issues and problems and resolve them as appropriate - Ability to work under pressure and effectively manage changing work priorities - Strong organisational and motivational skills - Ability to prepare, write and commission technical and professional reports and projects - Ability to work as part of a team and support team and partnership development and cohesion - Ability to use MapInfo / GIS
Personal Style and Behaviour	
<ul style="list-style-type: none"> - Has a high degree of personal integrity - Demonstrates a strong commitment to partnership working - Ability to motivate people and act as an ambassador for RNRP - Demonstrates diplomacy, tact and sensitivity - Demonstrates a strong commitment to equality and social inclusion - Ability to work on own initiative and as part of a team and be flexible, open to ideas and willing to share skills with others - Ability to think creatively and with innovation to deliver objectives 	<ul style="list-style-type: none"> - Keen interest in and commitment to wildlife and environmental issues - Has experience that demonstrates a high degree of awareness towards the needs of partners, stakeholders and grantees - Sound judgement and a mature, pragmatic and flexible approach - Strong personal motivation and stamina to sustain a demanding job

Submission Details:

Closing Date for applications is Monday August 10th at 5pm (BST). Applications can be submitted electronically to kathryn@rnrp.org or in hard copy to River Nene Regional Park, Room 1, The Business Exchange, Rockingham Road, Kettering, Northamptonshire, NN16 8JX.

If you have any questions or would like additional information please contact Kathryn Hardcastle at the email address above.

Interviews will be held (likely online) on Thursday 27th August and Friday 28th August.