

## Job Description

Job Title: Community Nature Project Officer

POSCODE: CCC2820

Grade: SO1

### Overall purpose of the job

Our Community Led Nature Restoration Project will provide the catalyst for a County-wide scale, community led nature recovery approach. The project aligns with the Council's ambition to support our communities and natural environment to adapt and thrive as the climate changes.

To support the achievement of our ambitions, the Community Nature Project Officer will oversee the project to create and implement Community Nature Recovery plans and enable a step change in the delivery of nature recovery within the most deprived and nature depleted open spaces in Cambridgeshire.

The role will use knowledge and understanding of project management and reporting to successfully deliver and monitor the Community Led Nature Restoration project and associated workstreams.

### Main accountabilities

	<b>Main accountabilities</b>
1.	Coordinate project management of the County Council's Community Led Nature Restoration Project, using skills and experience of environmental policies and legislation to direct, guide and manage project delivery to ensure objectives are delivered to a high quality, forecast delivery times and budget targets.
2.	Monitor and report project progress regularly to the programme manager, project sponsor and project board. Proactively and positively provide challenge and suggestions to improving the project's delivery, in particular in relation, to ensuring that the benefits and outcomes are delivered.
3.	Implement risk monitoring and management processes in accordance with corporate guidelines. Ensure programmes reflect all highlighted risks.
4.	Liaise with the Project Sponsor, Project Board and key stakeholders to establish the scope and definition of the projects, secure agreement to timescales and the provision of the necessary resources and confirm the required outcomes and success criteria by which the project will be evaluated. Ensure that the project objectives align with the strategic objectives of the organisation
5.	Procure and manage consultants/ specialist teams in line with the Council's processes to support the development of Community Led Nature Recovery Projects.
6.	Lead on key aspects of project expertise within nature restoration to ensure the highest level of knowledge and experience are used in resolving issues and enquiries.
7.	Promote, develop and maintain effective partnerships and collaborative working with a range of stakeholders including other authorities, public bodies, voluntary and private sector organisations to ensure the appropriate level of coordination that will achieve the objectives of the project.
8.	Ensure the project meets the needs of users and the local community, working with the Community Nature Engagement Officer to seek input from communities, businesses, councillors, stakeholders and potential users.
9.	Demonstrate an awareness and understanding of equality, diversity and inclusion.
10.	Ability to contribute to our organisational commitment to becoming a Net Zero organisation by 2030.

## Person Specification

### Qualifications, knowledge, skills and experience

Minimum level of qualifications required for this job

Qualifications Required	Subject	Essential/ Desirable
Degree/degree level diploma	Ecology, Nature Conservation, Community engagement or equivalent years' work experience in this field.	E

Minimum levels of knowledge, skills and experience required for this job

Identify	Describe	Essential/ Desirable
<b>Knowledge</b>		
Taking positive action for nature conservation	A good understanding of nature conservation and how people can take positive action for nature and the associated benefits.	Essential
Project Management Processes	A good understanding of project management and contract procurement within a local authority setting.	Essential
Environmental policy and legislation	Familiarity with relevant environmental policies, legislation, planning regulations and environmental impact assessments	Desirable
Local government working	An understanding of the complexities of local government and the matters affecting it. Working knowledge of County Council policies and strategies.	Desirable
<b>Skills</b>		
Communication	Excellent communication skills, both verbal and written, are necessary to engage with various audiences. This includes preparing and delivering presentations, drafting reports, and using different communication channels to disseminate information and raise awareness about nature recovery efforts.	Essential
Developing partnerships	Ability to build relationships with diverse stakeholders and develop partnerships that make possible collaborative decision making and co-creation of projects with different local authorities, contractors, and community groups	Essential
Stakeholder Management	Ability to develop and maintain partnerships across internal and external partners/ teams to raise awareness about nature including the ability to negotiate to achieve project objectives.	Desirable

Flexible and agile	Ability to meet the transport requirements of the post and adapt to changing circumstances, needs, and priorities within the community, and adjusting engagement strategies accordingly.	Essential
<b>Experience</b>		
Project Management	Planning, implementing, and evaluating nature recovery projects. To includes goal setting, developing timelines, managing resources, and monitoring progress.	Essential
Negotiating	Confident negotiator able to navigate conflicts or disagreements in a constructive manner, finding common ground, and facilitating dialogue to reach mutually beneficial solutions.	Desirable
Net Zero (applies to all roles).	Ability to contribute towards our commitment of becoming a net zero organisation.	Essential
Safeguarding (applies to all roles working with children/vulnerable adults).	Demonstrate an understanding of the safe working practices that apply to this role. Ability to work in a way that promotes the safety and well-being of children and young people/vulnerable adults.	Essential
Equality, Diversity and Inclusion (applies to all roles).	Ability to demonstrate awareness and understanding of equality, diversity and inclusion and how this applies to this role.	

### Disclosure level

What disclosure level is required for this post?	None X	Standard
	Enhanced	Enhanced with barred list checks

### Work type

What work type does this role fit into? (tick one box that reflects the main work type, the default work type is hybrid)	Fixed	Hybrid X	Field	Remote	Mobile
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