

## Pendle Hill LP: Graduate Trainee 2019-20

<b>Post Title</b>	Pendle Hill LP Graduate Trainee
<b>Function</b>	To assist the delivery of the Pendle Hill Landscape Partnership Scheme
<b>Responsible to</b>	Pendle Hill LP Programme Manager
<b>Responsible for</b>	volunteers

### Purpose of the post

This is an opportunity to be involved in an exciting initiative which aims to improve the landscape and heritage of Pendle Hill. The post will assist with the delivery of the Pendle Hill Landscape Partnership Scheme (PHLP), on behalf of the Forest of Bowland AONB and the Pendle Hill Landscape Partnership Board. In particular the trainee will work with the PHLP Access Officer and Community Engagement Officer to support our Pendle Hill volunteers and countryside management activity.

The Graduate Trainee will be focussed on supporting and leading volunteers to deliver a variety of project activity across the LP area, which covers 120 sq km of East Lancashire.

### Key tasks will include:

- Managing a rolling programme of volunteer activity, liaising with project leads to provide a variety of skills, leading practical activity days (on average 2-5 per month), and supporting volunteer training and events run by other projects
- Ensuring the Pendle Hill volunteer programme, and other volunteering opportunities, engage with the scheme's target audiences, particularly young people and local BAME communities.
- Supporting the LP Access Officer to prepare specifications and oversee contractors restoring key routeways, leading guided walks and producing self-guided walks using the View Ranger app
- Developing and delivering 2 or 3 small projects reflecting the Trainee's personal interest, in order to develop project research and management skills and to create an exciting CV for the future

The Graduate Trainee will also be expected to support team events and activity as required. This will mean working closely with the other staff in the LP team and with the wider LP partnership. The scheme is keen to develop new audiences in its work so a commitment to inclusion and diversity is essential.

This is an ideal post for a graduate looking for experience in project development and management in the fields of natural heritage, the environment, and practical conservation.

The post will be flexible and can be amended to suit the interests and skills of the individual in a twelve month paid placement.

### Pendle Hill Landscape Partnership

Pendle Hill is an iconic landmark to many Lancastrians, yet it has two very different sides: light and dark, and its summit acts as a divide between places, people and economic activity. This exciting programme, running from 2018 - 2022 looks to gather together the two sides of the hill and re-connect people with their landscape and their past, to safeguard the area's wildlife and heritage and to improve people's access to this popular countryside area. We will do this by providing opportunities for training and volunteering; by supporting research and devising digital interpretation to inspire a new generation about our heritage; by restoring important wildlife and landscape features, and by working with communities to

re-tell the stories of radical Pendle people. This programme will increase pride in this special place and raise aspirations amongst communities, and it will bring in new investment to support the environment and the economy.

## Forest of Bowland AONB

The Forest of Bowland AONB was designated in 1964 with a primary purpose to conserve and enhance 800 square kilometres of important upland landscape within Lancashire and North Yorkshire. An Area of Outstanding Natural Beauty (AONB) is designated and protected under the 1949 National Parks and Access to the Countryside Act, with protection further enhanced by the Countryside and Rights of Way Act 2000.

The AONB is managed by a partnership of landowners, farmers, voluntary organisations, wildlife and recreation groups, local councils and government agencies. Representatives from these groups sit on the Forest of Bowland AONB [Joint Advisory Committee](#) (JAC). The JAC is supported by a number of themed working groups that assist in the delivery of the AONB Management Plan.

## Main responsibilities

### 1. Manage the Pendle Hill Volunteer Programme

- I. Organise a varied rolling programme of practical conservation and heritage activity by liaising with project officers, and landowners as required
- II. Deliver the programme of activity by leading practical tasks for volunteers, including carrying out risk assessments and safety talks to ensure all activity meets Health & Safety requirements, and keeping appropriate records as required
- III. Induct, welcome and support volunteers who join the group; organise a residential working weekend for volunteers
- IV. Support the organisation and delivery of volunteer training across the programme, particularly for the Traditional Boundaries project and Promoted Routes volunteers
- v. Mentor and organise training for volunteers who wish to, or show potential to, take on voluntary leadership roles

### 2. Promote volunteering to new audiences

- I. Promote the PH Volunteer Programme and recruit new volunteers, in particular young people and those from BAME communities, by planning, producing and distributing posters and a calendar of events; giving talks and meeting community networkers; promoting to social media, radio and press; organising Volunteer Week events in June 2020 and other activity as required
- II. Support the Community Engagement officer in promoting, organising and delivering 'taster' activity for groups wanting to try out volunteering, either corporate staff or voluntary/community groups new to the environment
- III. Induct and support new Promoted Route volunteers, assisting them on a 1 to 1 basis with surveying and small practical tasks

### 3. Countryside management

- I. Support the Access officer in delivering a series of access improvement and visitor information contracts
- II. Support the promoted routes work by identifying, checking and mapping self-guided walking routes using the View Ranger application
- III. Support the Farming & Wildlife officer, assisting with applications for agri-environment funds

## Person Specification

This is a challenging yet exciting and creative role, requiring the post holder to multi task and to work with a variety of partners. It is an outdoors role with some office work. Candidates need to be physically fit and active and to be able to travel independently in the local area, based from Clitheroe.

### 1. Knowledge

- A recent degree – or Level 5 equivalent ie HND, HNC or level 5 BTEC or NVQ - in an appropriate discipline (eg Ecology, nature conservation, countryside management, geography, agriculture)
- Knowledge of, or interest in, appropriate subjects (eg nature conservation, landscape history, geology, ecology, traditional farming or rural skills)
- A current First Aid qualification, preferably outdoors first aid

### 2. Skills

- Demonstrable practical nature conservation skills
- Good level of ICT skills, particularly use of Geographic Information Systems (GIS)
- Good communication skills enabling effective work with volunteers, partners and members of the public from a range of backgrounds
- Demonstrable use of problem solving skills
- Evidence of taking a leadership role

### 3. Experience

- Working alone and within a small team
- Organising promotions or events
- Volunteering (being and / or leading volunteers)
- Use of a variety of social media platforms
- Community or youth work
- Undertaking farm surveys and applying for agri-environment schemes

Person Specification	Essential / Desirable	Assessed from Application and/or Interview
Recent relevant degree	E	A
Knowledge of subjects/issues	E	A&I
Outdoor first aid	D	A
Conservation skills	E	A&I
ICT and GIS skills	D	A
Communication skills	E	A&I
Problem solving skills	E	A&I
Leadership skills	D	A&I
Team & lone working	D	A
Organising events	E	A&I
Volunteering	E	A&I
Social media	D	A
Youth & community work	D	A
Farm surveys and applications	D	A

## Further information

Office base: Clitheroe

Working hours: 37 hours a week, some evening and weekend work will be required for which time off in lieu can be taken.

Reasonable travel is expected as part of the job, a full driving licence is required, access to a car is helpful but not essential, travel expenses will be paid

Term of appointment: 12 months fixed term contract with Lancashire County Council, starting in October 2020

Starting salary: £18,426 Grade 4

