# EAST SUSSEX COUNTY COUNCILhigh weald aonb partnership

# JOB DESCRIPTION

# Job Title: Access and Recreation Officer

# Department: High Weald AONB Partnership, Community, Economy & Transport (CET)

# Grade: [Single Status 9/10](https://www.eastsussex.gov.uk/jobs/working-here/pay/east-sussex-single-status)

# Responsible to: High Weald AONB Business Manager

# Purpose of the Role:

Facilitate access to and enjoyment of a nationally protected landscape, developing people’s connection with it to benefit their wellbeing and the environment.

The role involves developing and implementing projects that engage people in the landscape, address barriers and help manage visitor impact on farming, wildlife, and communities. The scope of the role is broad and allows exploration of imaginative and different ways of facilitating access and enjoyment.

The role aims to offer opportunities for all, drawing on national best practice and working with a diverse range of land managers, community groups, parish councils, land managers, local authorities, and other organisations.

# Key tasks:

1. Proactively liaising with individuals and groups to identify barriers to access and recreation.
2. Developing relationships with farmers, land managers and landowners to create, manage and enhance access and recreation.
3. Producing resources and materials that help engage people with the High Weald landscape and its management, for example leaflets, articles and social media posts.
4. Leading on activities that develop a deeper connection with the High Weald.
5. Helping with the delivery of practical projects.
6. Evaluating engagement activity ensuring data is collected and recorded in a timely manner.
7. Advising on access and recreation activities that meet AONB Management Plan objectives.
8. Being aware of and adhering to ESCC health and safety policies and procedures.
9. Undertaking available training and showing a commitment to continuous development to maximise your potential and ensure the efficient and effective delivery of AONB Partnership services.

**Progression to single status 10 subject to evidence of strong performance in:**

1. Leading on the delivery of practical projects, working with contractors and volunteers.
2. Working with individuals and communities to develop detailed project proposals for consideration by grant-aiding bodies, sourcing specialist advice as required.

# PERSON SPECIFICATION

# Essential education and qualifications

* QCF Level 6 in a relevant subject or experience in a related role.

# Essential key skills, abilities, knowledge, experience, values and behaviours

* Ability to manage a range of ideas and objectives and to engage with a broad range of individuals and organisations at both a grassroots and strategic level.
* Ability to enable partnerships and co-operation between organisations and individuals.
* Able to offer expert advice and guidance and explain this in a professional manner.
* Able to use Microsoft office products, online collaboration applications and social media platforms.
* Proven time management and organisational skills.
* Communication skills with the ability to produce high quality written communication material.
* Ability to use initiative and flexibility to adapt to changing circumstances, problem solve and find creative solutions.
* Knowledge of access and recreation opportunities.
* Knowledge of community engagement techniques.
* An understanding of the direction of policy relating to access and recreation.
* Experience of collaborative working or community engagement.
* Experience of developing, administering and running events.
* Experience of setting up and running projects.
* Experience of producing written communication materials.
* Self-motivated with the ability to enthuse and motivate others.
* Ability to travel across the AONB and access remote rural areas.
* Able to work flexibly, including some weekends and evenings and often outdoors.

# Desirable key skills, abilities, knowledge, experience, values and behaviours

* Able to use GIS.
* Knowledge of rural areas: history, wildlife and management and their stakeholders.
* Knowledge of the rights of way system.
* Knowledge of data collection and evaluation approaches.
* Knowledge of equality, diversity and inclusion practices.
* Experience of giving advice
* Experience of leading on, facilitating, and managing projects with a practical and hands-on approach
* Experience of using social media to engage the community
* Up-to-date first aid certificate

**Document version control:**

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Health & Safety Functions

This section is to make you aware of any health & safety related functions you may be expected to either perform or to which may be exposed in relation to the post you are applying for. This information will help you if successful in your application identify any health-related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

| **Function** | **Applicable to role**  |
| --- | --- |
| Using display screen equipment  | Yes |
| Working with children/vulnerable adults | Yes |
| Moving & handling operations | No |
| Occupational Driving | No |
| Lone Working | Yes |
| Working at height | No |
| Shift / night work | No |
| Working with hazardous substances | No |
| Using power tools | No |
| Exposure to noise and /or vibration | No |
| Food handling | No |
| Exposure to blood /body fluids | No |