

# Pendle Hill Landscape Partnership – Job Descriptions

## Job Description: LP Scheme Manager

<b>Post Title</b>	Pendle Hill Landscape Partnership Scheme Manager
<b>Function</b>	To manage the delivery of the Pendle Hill Landscape Conservation Action Plan
<b>Post Type</b>	Full Time (37 hours/week) fixed term 4 year contract
<b>Responsible to</b>	AONB Principal Officer and LP Board
<b>Responsible for</b>	LP staff team and graduate trainees, contractors, consultants and volunteers

### Purpose of the post

The Scheme Manager will manage all aspects relating to the delivery of the complex Pendle Hill Landscape Partnership Scheme. This will ensure that delivery of the scheme is on time, delivering the required outputs and within budget.

The Scheme Manager will champion the scheme and inspire stakeholders, the community and individuals to get involved. They will oversee the progress and delivery of the 15 projects making up the scheme, manage and provide direction to the LP staff team, and ensure claims and reports are delivered to HLF and other funders on time. The Scheme Manager will also directly manage the delivery of two projects, the 'What's a Hill Worth?' research and the 'Trainees' project.

### Pendle Hill Landscape Partnership

Pendle Hill is an iconic landmark to many Lancastrians, yet it has two very different sides and its summit acts as a divide between places, people and economic activity. This exciting programme 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

#### I. Scheme management

- I. Manage, monitor and review the scheme budget (£2.7m), spend profile and partnership match fundraising. Prepare quarterly claims to HLF and other funders, and oversee the claims to the scheme made by LP Lead Delivery Partners
- II. Prepare and deliver accurate quarterly reports to HLF, the LP Board, and the AONB JAC. This will include an annual review of the Pendle Hill LP Landscape Conservation Action Plan. Prepare regular forecasts for programme spend and delivery to the LP Board, looking across the scheme and for the 4 year lifetime
- III. Establish, implement and maintain efficient programme management systems to enable I and II above
- IV. Ensure that Lancashire County Council procurement procedures and policies are adhered to when employing contractors or consultants

## LP Team Job Descriptions

- V. Oversee the monitoring and evaluation of the scheme, including the appointment of consultants to deliver the mid-term and end of scheme evaluations
- VI. Provide day-to-day line management of the LP staff team (including recruitment and induction/probation) providing effective supervision, clear work programmes, training and coaching as required, and annual appraisals of performance

### 2. Partnership development

- I. Liaise with all Lead Delivery Partners on a regular basis to ensure that targets are being met and projects are being delivered on time and to budget
- II. Chair the Project Management Group, made up of LP Lead Delivery Partners and LP staff, which will meet at least quarterly to review project activity and progress
- III. Develop and sustain partnerships with a wide range of public, private, community and voluntary organisations to ensure inclusion and to continue progression and the strategic placement of the Landscape Partnership Scheme.
- IV. Ensure that the LP Board is actively involved in partnership activity, in particular developing a legacy for the scheme which is embedded within the LP area and neighbouring communities

### 3. Project management

- I. Manage the 'What's a Hill Worth?' research project and the 'Trainees' project
- II. To identify, lead and support fundraising activity by the LP team to ensure that the required scheme match funding is secured

## Person Specification

This is a challenging yet exciting role, requiring the post holder to multi task and to work to a tight timetable and budget. It requires team working and partnership development by a highly motivated self-starter who is also able to work alone and to a high standard of detail and precision.

### Experience

#### Essential

- Significant experience of programme and/or project management, including budget and resource management
- Relevant experience of leading the delivery of a complex scheme that demonstrates initiative and creativity and the involvement of partners
- Proven experience of producing high quality action plans, reports and budgets and funding applications
- Proven experience of securing funding and partnership support
- Experience of working with a range of stakeholders, carrying out community consultations and conducting negotiations
- Experience of supervising staff and directing work, including ability to delegate and track performance

#### Desirable

- Experience of working with special interest groups such as farmers and landowners, community groups from disadvantaged areas, volunteers
- Experience of working on environmental/heritage/arts focussed projects
- Experience of countryside management
- Experience of marketing and interpretation techniques
- Experience of contract management

### Knowledge

#### Essential

- Degree level qualification in a relevant subject, or substantial relevant work experience
- Understanding of landscape-scale approaches to the conservation and enhancement of natural, cultural and built heritage
- Thorough technical knowledge and understanding of the work practices, systems, processes and procedures required to manage a complex programme of activity

- Current knowledge of relevant grant schemes and funding sources

**Desirable**

- Understanding of community engagement and awareness-raising activities

**Skills**

**Essential**

- Strong motivation, drive, initiative and creativity
- Excellent communication and interpersonal skills
- Strong sense of accountability and professionalism
- Excellent project management skills and ability to set, prioritise and meet targets on time
- Good leadership and ability to motivate and support development of staff
- Good IT skills
- Current UK driving licence

**Desirable**

- Ability to use a variety of digital technology including social media, GIS and database/project management software
- Creative or artistic skills

**Further information**

Office base: to be arranged

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, expenses will be paid

Term of appointment: 4 years (April 2018 to March 2022) fixed term contract

Salary: Lancashire County Council grade 9, starting at £32,233