



Elan Links: People, Nature & Water Landscape Partnership

Elan Links Project Officer

Salary: 21- 25k per annum

Are you an effective communicator and coordinator? Do you like working with people? We're looking for somebody to coordinate the communications, community engagement and interpretation activity, for the Elan Links: People, Nature & Water Landscape Partnership Scheme. The post holder will work with the other Elan Links Scheme staff and partners to ensure that the Elan Links Scheme, its vision and associated aims and objectives is visible across a number of platforms. Using the Elan Links Interpretation Strategy, they will develop a programme of activities and events (new and existing audiences) and interpretation tools to engage with and learn about the Elan Links Landscape and its unique heritage.

Closing Date: 12pm Wednesday 25th March 2020

Interview Date: Wednesday 1st of April 2020

Location: Elan Valley, Rhayader, Powys, LD6 5HP

Hours: 30 / 37.5 hrs per week 2.5 year fixed term contract

ABOUT ELAN LINKS:

The Elan Links: People, Nature & Water Landscape Partnership has a clear vision is "to safeguard the unique and varied heritage of Elan while significantly enhancing outcomes for people and communities for the long term".

The Elan Links: People, Nature & Water Landscape Partnership has secured funding from Heritage Lottery Fund to deliver an exciting programme of 26 exciting projects under 11 strategic objectives which will deliver the above vision.

Elan is located in the Cambrian Mountains in Mid Wales. The project is taking place in a unique landscape combining remote hill land, isolated farmsteads, steep-sided wooded valleys and the extraordinary feat of Victorian engineering that brought clean water to Birmingham.

If you have a love of landscapes, wildlife, and history, and you are passionate about helping local people get more involved in championing and caring for special places, both in traditional, innovative and creative ways then we are looking for

people who have the enthusiasm, commitment and understanding of this important landscape for both people and wildlife.

Based at the heart of the Elan Links Landscape, you will be part of a dynamic team, ensuring a lasting legacy for generations to come. We are looking for a dynamic, 'can do' attitude and passion for engaging and empowering a wide variety of beneficiaries, partners and stakeholders in our special landscape.

In return, we offer a friendly and flexible working environment, great opportunities for professional development and the chance to make a positive difference for people and communities across the Elan Links Landscape area.

JOB DESCRIPTION:

Job Title:	Elan Links Project Officer
Accountable to:	Elan Links Scheme Manager
Contract	37.5 hours / 30 hours per week on a salary scale of £21,000 to £25,000 (pro rata) 2.5 year fixed term contract

Job Purpose:

The post holder will work as part of the Elan Links staff team to take forward the aims and objectives of the scheme during the remaining 2.5 year delivery period.

Main Responsibilities:

1. Manage and implement effective communication programme for the Elan Links Scheme and its 26 projects

- 1.1 Develop an effective communication strategy for communicating the Elan Links Scheme to a wide range of audiences.
- 1.2 Manage the Elan Links webpages.
- 1.3 Manage the Elan Links social media pages, with support from existing staff.
- 1.4 Support with the production of bilingual marketing literature.
- 1.5 Manage the production and circulation of regular press releases aimed at a wide ranging audiences/interest groups

2. Co-ordinate the following projects of the Elan Links Scheme

2.1 To deliver of the following projects:

-  7a: Interpreting Elan;

- 7b: Elan Interactive;
- 7c: Artists Residencies; and
- 7d: Engaging and Innovative Events;
- 11 – Tap into it.

2.2 To work closely with the all members of the Elan Links team and their partners to ensure a holistic approach to the public information and interpretation elements of the Elan Links Scheme.

2.3 To work closely and organise where necessary the Interpretation Sub-Committee.

2.4 To monitor key project targets for the above projects to assess the ongoing impact of the project and enable changes to be made as necessary.

2.5 To supervise and manage contractors and volunteers in the course of project implementation.

2.6 To provide the Scheme Manager with all necessary information to ensure effective monitoring and management of the above projects, and to produce written reports and updates where required or appropriate for management, partners and funders.

2.7 To ensure that all work is carried out in accordance with Elan Links policies, plans and objectives and with due regard to the well-being and safety of others at all times.

3. Co-ordinate the implementation of an effective Community Engagement programme for the Elan Links Scheme

3.1 Co-ordinate with all partners, supporters and interested parties to ensure their full engagement with relevant projects. This will include reporting to the Partnership Board and actively engaging and encouraging others to participate in and benefit from the Elan Links Scheme.

3.2 Ensure that partner organisations are delivering community engagement within projects where they have the lead role. This will require effective communication with all the partners

3.3 Represent the Elan Links Partnership at meetings and events as required and contribute to providing wide promotion and publicity for the Scheme through events, press releases, interpretation projects, promotional materials, reports and all forms of media.

3.4 Ensure that all community engagement work is recorded and monitored appropriately, to meet the standards expected by the HLF.

3.5 Work to ensure projects fit in with and provide an on-going legacy for community engagement within the Elan Valley.

4. Participate in the work of cross-cutting project/area teams

4.1 Join those project or area teams deemed necessary by the Scheme Manager.

- 4.2 Use your specialist skills and experience alongside other colleagues to ensure the integrated delivery of the strategic priorities within the Elan Links Scheme.
- 4.3 Work with your Line Manager to balance your workload in order to best focus your time on delivering the Elan Links Scheme.

5. General Responsibilities

- 5.1 Assist with managing the project budget and supply information for the Project Officer and/or Scheme Manager to undertake financial monitoring.
- 5.2 Record your activities and progress.
- 5.3 Attend Team Meetings
- 5.4 Oversee the monitoring of the Project and Participants, ensuring that the agreed Outputs and Outcomes are being met.
- 5.5 Promote the work, mission and vision of the Elan Links Scheme recognising and acknowledging the role of the partnership at all appropriate times.
- 5.6 Use every opportunity commensurate with other duties to contribute to the Partnership communications, and support its marketing, fundraising and engagement of people.
- 5.7 Ensure a high level of customer service in all dealings with the public.
- 5.8 Ensure continuous development of skills and knowledge required for the post, undergoing training and performance review as required by the Partnership.
- 5.9 Work within all the policies and procedures of the key Partnership organisations ensuring own compliance with health and safety policies and procedures and that of any staff and resources for which you are responsible.
- 5.10 Comply with all legal and contractual obligations concerning the responsibilities of your post.
- 5.11 Supervise and support volunteers as appropriate to your role.
- 5.12 Carry out any other reasonable duties commensurate with the level of responsibility of the post, as requested by your line manager or Chair of the Partnership.

PERSON SPECIFICATION

Job Title: **Elan Links Project Officer**

The specifications below are indicated as being essential or desirable for this post:

Qualifications	Essential	Desirable
Relevant degree or higher education qualification		✓
Full driving licence, preferably clean, and access to a vehicle	✓	
Knowledge and understanding		
Understanding the principles of communication/marketing	✓	
Understanding of the principles of interpretation	✓	
Understanding of the principles of community engagement	✓	
Understanding of current natural heritage and landscape issues		✓
Understanding of the locality and the heritage of the Elan Valley		✓
Understanding of creative processes	✓	
Knowledge of the key organisations involved in conserving the UK landscape and their roles		✓
Project monitoring and evaluation		✓
Recent and relevant experience of:		
Experience of marketing and communications	✓	
Developing content from projects for use to engage with wider public	✓	
Working with communities and volunteers		✓
Working with large, multiple funded projects including Heritage Lottery		✓
Delivering inclusive Community Engagement	✓	
Experience of delivering projects on budget and deadline	✓	
Experience of creative and innovative interpretation	✓	
Working with / co-ordinating a range of organisations	✓	
Giving presentations to a variety of audiences	✓	
Organising and prioritising a competing workload	✓	
Skills: the post holder will need:		
Excellent written and verbal communication skills	✓	
Excellent written and verbal communications in Welsh		✓
Excellent project management skills	✓	
Excellent financial management skills		✓
A wide range of IT skills including word-processing, spreadsheets, social media & design	✓	
Personal qualities		
A commitment to landscape and heritage conservation	✓	
The ability to work effectively with people from a wide range of disciplines	✓	
Able to work co-operatively as part of a team	✓	
Able to work effectively under pressure	✓	
Self-motivation	✓	
Able to motivate others	✓	
Physically able to get to sites not accessible by vehicle	✓	

JOB CONTEXT

Job Title: Elan Links Project Officer

This is a 30/37.5 hours per week (depends on candidates requirement) post for a fixed term of 2.5 years. It is funded by the Elan Links Scheme with contributions from the HLF Landscape Partnership Fund, Elan Valley Trust, Dŵr Cymru Welsh Water and others. You will be line managed by the Elan Links Scheme Manager in the first instance, but be accountable to the CARAD Director in terms of workload and outputs under a solid line / dotted line management system.

This role during this period is to manage the remaining delivery phase of the communications, community engagement and interpretation projects for the Elan Links Scheme. It will involve working with a number of individuals and organisations in the Elan Valley locality, staff from all partner organisations, particularly EVT, DCWW, Tir Coed and CARAD, community groups and the public.

The office location will be the Elan Estates Office in the Elan Valley. Some evening and weekend working may be necessary. Travel within the Elan Valley area is required including to a range of sites across the Elan Valley Estate many of which are across difficult terrain and only accessible on foot. Regular travel further afield to the target communities of the Birmingham area will be required. The post holder is required to provide suitable transport, for which appropriate expenses are reimbursed. Staff are expected to work harmoniously with each other and with volunteers and to provide appropriate assistance and advice to other staff and volunteers when desirable for the effective undertaking of their respective responsibilities. A willingness to be flexible about working arrangements and to provide occasional cover for absent staff will be required in order to maintain project and organisational effectiveness.

Through their jobs all staff have a responsibility for achieving the Scheme objectives and for maintaining the good reputation of Scheme partner organisations by showing high levels of integrity, honesty, and responsibility.

APPLICATION & INTERVIEW PROCESS:

Your application form must reach the Elan Links Scheme Manager via email or by post by no later than **12pm on Wednesday 25th of March 2020**. **Please mark for the attention of:** Eluned Lewis, Elan Links Scheme Manager, Elan Valley Estate Office, Elan Village, Rhayader, Powys, LD6 5HP; or eluned.lewis@elanvalleytrust.org

Please also include the names, addresses (including email addresses, if available) of 2 referees who we may contact.

Please also provide us with your full name, phone number and postal and/or electronic address in order that we may confirm receipt of your application.

Interview: The Selection Board will normally consist of four interviewers who will question you mainly in connection with your academic and/or work experience and your job-related achievements. The Board's main aim will be to gain an insight into your ability to carry out the post effectively and efficiently. You will be asked to undertake a task / give a short verbal presentation as part of your interview, exact details of which will be confirmed. The successful candidate will be offered the post, subject to satisfactory references and will also be asked to provide:

- 📄 Confirmation of the Right to Work (UK Passport or Work Visa).
- 📄 They will then be expected to take up the post as soon as possible thereafter.

Equal Opportunities: We are committed to equal opportunities and welcomes applications from all age groups and sections of the Community. Subject to the law, no applicant for a staff appointment or member of staff will be treated less favourably than another. Employment with the Elan Valley Trust and progression within employment will be determined only by personal merit and their ability to complete the job. We do this by applying criteria which are related to the duties and conditions of each particular post and the needs of the institution concerned.

We will consider applications for employment on a part-time, job-share, or other flexible working basis, even where a position is advertised as full-time, unless there are operational or other objective reasons why it is not possible to do so.

As this post will involve contact with a mixture of people, any candidate provisionally offered the position will be asked to complete a Standard Disclosure and Barring Service check.

Main conditions of employment

Job title:	Elan Links Project Officer
Employment start date:	May 2020
Place of work:	Elan Estates Office, Elan Village, Rhayader, Powys, LD6 5HP.
Salary:	Annual salary of £21,000-26,000 per annum.
Pension:	The Officer is entitled to join the Elan Valley Trust pension scheme (minimum contribution 2% of salary) and will receive up to 5% employer's contribution.
Probationary period:	This post is subject to a six month probationary period.
Duration:	Four year Fixed term contract
Hours:	30 / 37.5 hours per week (08 /1 FTE) , but working hours will be flexible and will include some evening and weekend work. Time off in lieu will be allowed for overtime worked.
Annual leave	The annual leave entitlement is 28 days per annum (pro rata for part time) including statutory public holidays.
Use of vehicle	Costs of own vehicle use may be claimed at the prevailing EVT mileage rate.
Closing date:	The closing date for electronic receipt of completed applications for this position is 12pm on Wednesday 25th March 2020
Interview date:	Interviews will be held on Wednesday 1st of April at Elan Estates Office, Elan Village, Rhayader, Powys, LD6 5HP.